



User's Guide

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Update 2

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- xxHash source repository: <http://code.google.com/p/xxhash/>

LZ4 - Fast LZ
compression
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FastLZ -
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lossless
compression
library

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1 What is Transit?

- Create new content based on established material** It is appropriate to establish translation memory systems for professional translations: The basic concept is to conduct both new and follow-up translations based on previous translations that have been evaluated and validated. Thus, the translator can truly focus on new content, while the computer takes responsibility for the rest of the work. On the one hand, this reduces the time and costs involved. On the other hand, this increases the quality and consistency of the target language text.
- The translation memory system Transit has been on the market for over 25 years and is constantly being refined in order to stay a step ahead of the current trends in the translation industry. We maintain our focus on user experience through dialog with our user groups, industry clients, and even freelancers. STAR Group extensively uses Transit in-house before market releases, ensuring that our innovations are practical and productive.
- A single tool for all tasks** With Transit, you have a single tool for all translation- and localization-related tasks as well as a flexible work environment for project managers, translators, terminologists, reviewers, software and multimedia localisers, and the list goes on.
- They can completely focus on their goal by tailoring Transit's user interface according to their respective tasks, working methods, and personal preferences.
- Product variants and license versions** Transit is offered in many product variants and license versions. It is scalable from a temporary single-user version for freelancers all the way to a terminal server installation with floating licenses for company-wide implementation.
- This way, you can find an appropriate and economic solution for every application (» [Transit NXT Product Guide](#)).
- Comprehensive context for goal-oriented translations** Transit preserves the document's characteristics and the overall structure of the source document in the translation memory. This is a considerable advantage in comparison to other systems, which manage their texts according to phrases and segments and thus lose their context.
- Transit takes structural and textual context into account. You can display and check the original context of a reference segment at any time. In doing so, you ensure an easy-to-understand translation that is suitable for its purpose. This also avoids a collection of context-free text segments.

A single tool for all formats

Texts in many file types, from diverse sources, and in numerous formats can be processed using Transit:

- **Office and word processing:** Microsoft Office, Word, Excel, PowerPoint, OpenOffice, LibreOffice, IBM Lotus Symphony, OpenDocument Format, Corel WordPerfect
- **DTP, Graphics and CAD:** FrameMaker, InDesign, Interleaf, Quicksilver, QuarkXPress, Scalable vector graphics (SVG), Visio, AutoCAD
- **CMS and TMS:** XML, XLIFF, COTI, MemoQ, SDL
- **Subtitling:** SubRip text (SRT), web video text track (WebVTT), proprietary text formats

A complete overview of the supported formats and versions can be found in the » [Transit NXT Product Guide](#) (available under » [“Downloads | Transit & TermStar”](#) on our website www.star-gzoup.net).

- Multi-format TM** Transit's translation memory is format independent. Because of this, you can benefit from previous translations even when a different file format is used.
- For example: You are translating a Word document about a topic that you have already translated a PowerPoint presentation about; You are translating an InDesign brochure that has already been translated as a FrameMaker file; You are localising a web application that was migrated from a Windows application; etc.
- Multi-format editor** The Transit editor is a tool for all supported formats. You can work in a single, familiar, and format-independent working environment in which you know all of the relevant functions.
- Using this, you can even work in new or unfamiliar file formats without spending any time familiarising yourself. Furthermore, you can maintain your current working habits and contribute your experience without needing to acclimate. No matter what the file type, you can concentrate on what is important: Excellent and efficient translation.
- Your wizard for XML formats** Using the wizard, you can easily create a file type adapted to your XML data—and you can do so without any DTD proficiency. In doing so, you will protect your XML tags, automatically differentiate structural and inline elements, and ensure the validity of the translated XML data.
- If the corresponding XSLT file is used, Transit can generate a dynamic preview in real time during translation. The dynamic preview is displayed directly in the Transit editor.
- And your format?** Using flexible file adaptation, Transit can also handle custom file formats: Your proprietary text format from machine control, your proprietary XML files from software localization, your proprietary data format from your database.
- You are able to accommodate special requirements. For example, automatic pre- and post-processing of your files, supervising length restrictions, code and variable protection, write-protected metadata display, and much more.

A single tool for all languages

Transit supports over 200 working languages—and the number of supported languages is constantly increasing.

- **West European languages:** For example, Basque, Danish, German, English, Finnish, French, Greek, Icelandic, Italian, Catalan, Corsican, Dutch, Norwegian, Portuguese, Swedish, Spanish, Turkish, and language variants
- **East European languages:** For example, Albanian, Bulgarian, Estonian, Croatian, Latvian, Lithuanian, Polish, Romanian, Russian, Serbian, Slovakian, Slovenian, Czech, Ukrainian, Hungarian, Belarusian, and language variants
- **Asian languages:** For example, Chinese, Filipino, Indonesian, Japanese, Khmer, Korean, Lao, Malay, Maori, Tagalog, Thai, and language variants
- **Indian languages:** For example, Bengali, Gujarati, Hindi, Marathi, Punjabi, Sanskrit, Sinhalese, and Tamil
- **Languages written from right to left:** For example, Arabic, Hebrew, Persian, Urdu, and language variants
- **African languages:** For example, Amharic, Ndebele, Somali, Swahili, Tigrinja, Tswana, Xhosa, Zulu, and language variants
- **Controlled languages:** For example, Simplified English, Français rationalisé, Deutsch (Leichte Sprache)

A complete overview of the supported languages can be found in the » [Transit/TermStar Reference Guide](#).

Therefore, you are prepared for every important market and can expand your future communication to languages and markets that have yet to become relevant to you.

Multilingual, multi-directional translation memory

Transit's translation memory is multilingual and multi-directional. This means: Your translation is not a one-way street. You can include as many target languages as you want in a single project and translation memory.

This allows you to flexibly use your translation memory in subsequent projects into any target language. This is especially beneficial for companies that operate globally and transnational projects: Today's target language for a translation could be tomorrow's authoring language for a new document. With Transit, you can also use your valuable translation memory in the "reverse" language direction or for direct translation between two target languages.

Morphological terminology support

Verbs, adjectives, and nouns rarely appear in their basic forms in real-life examples, although their basic forms are what appear in the dictionary.

So that you benefit from terminology work in real life applications, Transit offers morphological terminology support for over 80 languages and language variants.

For example, for English, French, German, Italian, Spanish, Czech, Dutch, Polish, Portuguese, Russian, Swedish, and language variants

This way, you receive more term suggestions during translation, many more usage examples with dynamic linking, and added quality thanks to more accurate terminology checks.

Get started quickly, switch over easily

Anyone beginning to use translation memory is most likely not starting with a greenfield project: New users have already made considerable investments in the translation of their documents. Users switching over to Transit already have a comprehensive translation memory in their current system, and they would like to keep using that translation memory without restrictions.

Transit supports numerous formats so you can transfer or exchange projects and data from other systems fully leverage all of your resources right from the start.

- Get started quickly: Alignment** You have not used any translation memory system up until now, but you have many translations that you would like to use in Transit: Product flyers in 7 languages, a translated PowerPoint presentation for the trade show in Italy, a Spanish version of the instruction manual for the overseas delivery...
- Using its integrated alignment tool, Transit converts your valuable translations into a translation memory that you can start using for translation projects immediately.
- Switch over easily: TMX, TBX, & Co** You would like to switch from your current system to Transit without losing the investment you have made in your current translation and terminology data.
- Using the standard interfaces to exchange terminology and translation memory, Transit allows you to switch systems without data loss or migration costs.
- This makes switching over cost-effective and easy: You will immediately start benefiting from all of the advantages Transit has to offer, and you can even use your current databases.
- A multi-pronged approach: XLIFF, SDL & MemoQ** Many users value the powerful functions Transit offers and would like to make use of them in projects from other TM systems.
- For this reason, Transit supports an array of exchange formats, including the localization interchange file format XLIFF and third-party formats such as `sdlppx/sdlrpx`, `wszx` and `mqout/mqback`.

Benefits at a glance

- For companies
 - Lower cost and time expenditures for translation and localisation
 - Quicker return on investment
 - A work platform for all translation and localization tasks in all formats and languages
 - Maintain control over results from translations and terminology work
 - Support for standards and exchange formats (e.g. for project packages from SDL Trados, SDL WorldServer and MemoQ, XLIFF, etc.)
 - Flexible licensing models (on-site, floating, time-limited, IaaS, SaaS)
 - Worldwide support organization (first-, second-, and third-level)

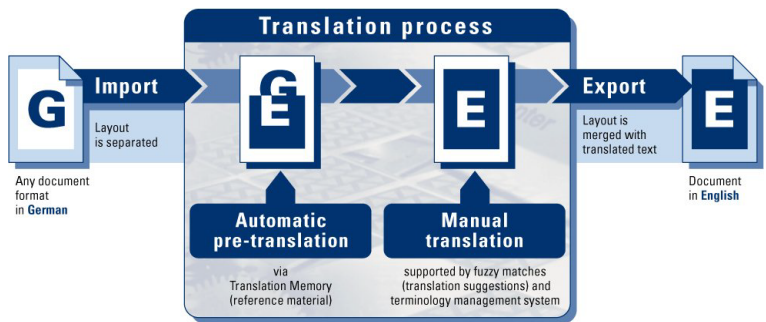
- For project managers
 - Flexible translation memory (multi-format, multilingual, multi-directional)
 - Terminology and translation in a single project
 - Detailed check options and extensive quality reports, segment-specific revision tracking
 - Efficiency through template-controlled processes, multistage pretranslation and integrated MT interfaces

- For translators
 - High translation quality through context and terminology that is available at any time
 - Morphological support in over 80 languages and language variants
 - Intuitive tag handling thanks to intelligent markup methods
 - Dual concordance search in both source and target languages
 - Synchronised layout previews for all project types
 - Translation suggestions from TM and MT in the same editor

- For reviewers
 - Efficient quality assurance thanks to review mode with extensive review options
 - Simple information exchange thanks to segment-specific commenting functions
 - Quick correction through synchronised error overview
 - Complete segment history including all changes

2 Basics

Translation projects in Transit



Project management The information which a project manager has to provide to create a project in Transit is comparable with the information required for a conventional translation project which does not use a translation memory system (» [Creating a project](#), page 39 and » [Project settings](#), page 83).

The project manager then imports the files to be translated into Transit (» [Importing files](#), page 60). Next Transit creates language pairs which the translator can translate in the Transit editor. During the import process, Transit compares the text to be translated with existing translations and automatically translates text that is identical to the reference material.

After import, the translator can start work (» [Translating in Transit](#), page 25 and » [Translating the text](#), page 150).

Convenient functions are available for exchanging projects with other users (e.g. with external translators). All the required data can be saved in a single, compressed file, which can be decompressed again by the recipient (» [Exchanging projects](#), page 120).

When the translation is complete, the project manager exports the files (» [Exporting files](#), page 68). By this process, Transit creates files - containing your translated text - in the original format.

To ensure that the delivered project adheres to the highest possible quality standards, Transit has many quality assurance functions (» [Quality assurance](#), page 248).

The Report Manager is available to project managers to facilitate costing, monitoring and invoicing of projects. It offers project analysis and invoicing options (» [Analysing projects with the Report Manager](#), page 311).

Translating in Transit

When the project manager has created a Transit project and imported the files which require translating (» [Project management](#), page 24), the translator can start work (» [Translating in Transit](#), page 140). Transit helps the translator to translate with the aid of a number of functions which make work easier. These include:

- [Transit editor](#) (» [The layout of the Transit editor](#), page 146)
The editor always looks the same, no matter which file type is being translated. This means that translators do not constantly need to reorientate themselves and can always use the same user interface.
- [Fuzzy matches](#) from the reference material (» [Fuzzy matches](#), page 165)
As you translate, Transit searches through the reference material and the text you have already translated to establish whether segments with the same or similar source text already exist. Transit also supplies you with suggestions for segments which are not completely identical to segments in the reference material. The translator decides whether to accept or alter the suggestion, or whether to translate the text from scratch.
- [Terminology management with TermStar](#) (» [Working with terminology](#), page 179)
Transit also incorporates the TermStar terminology management system. TermStar automatically displays existing translations from project dictionaries. This saves you searching and helps you keep terminology consistent throughout the translation.
In addition, the translator can enter new terminology into TermStar during translation and thereby build up the dictionary.
- [Customising Transit](#) (» [Customising the Transit working environment](#), page 346)
You can customise Transit to suit your individual requirements, thus allowing every user to work efficiently at every stage of their work.
- [Quality assurance](#) (» [Quality assurance](#), page 248)
Transit has many functions designed to guarantee the quality of work, and thus that of the translation project overall (e.g. spellcheck and terminology check, proof-reading printout, and the project status for checking the progress of the translation)
- [Report Manager](#) (» [Analysing projects with the Report Manager](#), page 311)
The Report Manager in Transit provides a range of easy-to-use options for project analysis and invoicing as well as for the preparation of offers. This means that the user is always up-to-date on the status of the work and can calculate or invoice projects.

Transit user interface

User roles in Transit Thanks to its concept of 'user roles', Transit can offer you an interface optimised to suit your particular area of responsibility:

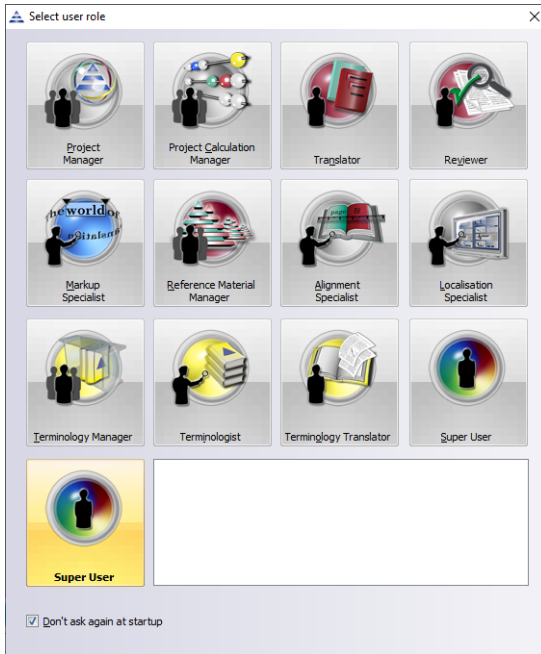
User role	Areas of responsibility
Project Manager	Creating and managing projects
Project Calculation Manager	Producing costings and invoices for projects
Translator	Translation work; Transit supports you in your work with: <ul style="list-style-type: none"> ● a working environment optimised for translation ● the option to work on a wide variety of file types, even without owning the associated application ● automatic translation of identical sections of text ● fuzzy matches from reference material for similar sections of text
Reviewer	Proofreading and quality assurance
Markup Specialist	Assigning formatting information to the right text / quality assurance
Reference Material Manager	Editing and managing reference material
Alignment Specialist	Creating reference material from matching source and target documents in their original format
Terminology Manager	Editing and managing terminology
Terminologist	Creating terminology
Terminology Translator	Translation and use of terminology
Localisation Specialist	Resizing / adjustment of user interfaces already translated in Transit
Super User	This role does not configure the interface for any particular user group, but instead makes available the full range of functions offered by Transit.

Standard user roles in Transit

Your choice of user role affects both the functions which are available and the basic appearance of Transit. This manual describes all the functions as they appear under the Super User role.

If you want to change roles or create additional roles of your own, see the » [Transit/TermStar Reference Guide](#) for details.

When Transit is started up for the first time, it displays the following window:



Select user role window

You are asked to select a role. It is possible to change your user role at any time while working in Transit, without having to restart.

In addition to the standard user roles, you can also create new, custom user roles, either by defining a new role from scratch or by modifying an existing user role (» [Transit/TermStar Reference Guide](#)).

How do I select a user role when Transit starts up?

When Transit is launched for the first time, it displays the **Select user role** window. Transit displays this window on each subsequent occasion you start Transit unless you select **Don't ask again at startup**.





1. Select a standard user role (represented by the icons) or a custom user role (from the white field at the bottom right).

Transit saves your choice of user role and continues to load.

How do I select a user role while using Transit?

1. Select the **User roles** button from the resource bar.
 Transit displays a menu with options relating to role selection:
 - **Standard user roles:** Transit displays a list from which you can select a standard user role. If a standard user role is currently selected, Transit indicates this by placing a dot on the left-hand side.
 - **My user roles:** Transit displays a list from which you can select a user role that you have defined. If one of these user roles is currently selected, Transit indicates this by placing a dot on the left-hand side.
 - **Select user role:** Transit displays the **Select user role** window, as described above, which provides an overview of all available user roles.
2. Select a user role using one of the methods described above.
 Transit saves your choice of user role.

Scopes in Transit When you save specific settings in Transit, you can select the scope for which the settings are available or applied (e.g. for segment filters, project templates or font mappings):

Icon	Scope	Setting available for / applied to
	Global	to all projects - regardless of the customer and user
	User	to all projects to which the same customer is assigned
	Customer	to all projects to which the same user works on
	Project	only to the current project

Icons for scopes

This means you can be sure that project-specific settings are only used for the corresponding project or customer.

Examples:

- You have created a font mapping for a project. Since you only require this conversion file for this particular project, you can save it in the `Project` scope. This ensures that you cannot use it accidentally for other projects.
- You have created a project template which you wish to also make available to other users. You should therefore save this template in the `Global` scope so that other users will be able to access it as well.



Tip: Preselect the default scope

In the user preferences you can define in which scope projects shall be created or unpacked usually (» [User preferences for working folders \(scope and folder hierarchy\)](#), page 363). In this way, the scope is already preselected when you create or unpack a project.

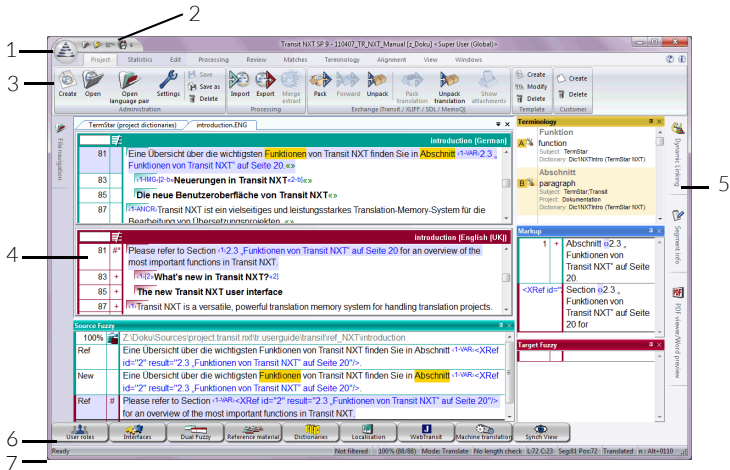
Colour concept in Transit The principal elements of the Transit's user interface have each been assigned their own colour:

Colour	Scope	Windows in Transit
Green	Source language	<ul style="list-style-type: none"> ● Source language pane in the Transit editor ● Window for source language fuzzy matches
Red	Target language	<ul style="list-style-type: none"> ● Target language pane in the Transit editor ● Window for target language fuzzy matches
Yellow	Terminology	<ul style="list-style-type: none"> ● Terminology suggestions in the Transit editor ● Terminology window
Blue	Markup	<ul style="list-style-type: none"> ● Markup window ● Markups in the Transit editor ● In the Terminology window: Terminology suggestions that are based on formatings in the reference material (» Adding terminology suggestions based on markups to the dictionary, page 187).

The colour concept in Transit

The working areas and information panes of the Transit user interface

After starting Transit, you are first asked to select a user role (» [User roles in Transit](#), page 26). When you have made this selection, the Transit user interface is displayed:



The interface of Transit is divided into the following areas:

- Top:
 - 1: The Transit symbol (» [page 31](#))
 - 2: The Quick Access Toolbar (» [page 31](#))
 - 3: The ribbon bar (» [page 32](#))
- Middle:
 - 4: Transit editor, which may include the Terminology, Markup and Fuzzy Matches windows (» [The layout of the Transit editor](#), page 146)
- Bottom:
 - 5: The Transit toolbar (» [page 32](#))
 - 6: The resource bar (» [page 33](#))
 - 7: Status bar: Helpful information on the current segment (» [Information in the status bar](#), page 425).

The Transit symbol The **Transit** symbol accommodates the following functions:



Icon/button	Function
	Open dictionaries (» Opening dictionaries , page 180)
	Open language pair (» Opening language pairs , page 144)
	Save language pair (» Saving language pairs , page 145)
	Save all language pairs (» Saving language pairs , page 145)
	Save as
	Print (» Opening dictionaries , page 180)
	Close language pair (» Closing language pairs , page 145)
	Close all language pairs (» Closing language pairs , page 145)
	Select user role (» User roles in Transit , page 26)
User preferences	Opens the user preferences (» User preferences , page 347)
Exit Transit	Closes Transit (» Closing Transit , page 36)

Commands under the **Transit** symbol

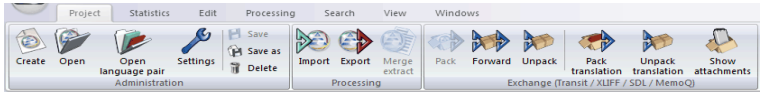
Recent projects, on the right-hand side of the menu, lists projects that you recently worked on in Transit.

The Quick Access Toolbar The Quick Access Toolbar contains important functions which are used frequently when working with Transit.



To optimise the Transit workspace, you can configure the Quick Access Toolbar to your particular needs, adding and removing functions as required (» [Customising the Quick Access Toolbar](#), page 372).

The ribbon bar The ribbon bar is divided into tabs, which are in turn subdivided according to particular functions:



The Transit editor As the key working area, the Transit editor window occupies the central area of the Transit user interface. The source and target language pane of the editor window in Transit are designed to clearly represent the structure of a file as well as to offer useful tools to facilitate navigating among files during translation.






Depending on the selected view preferences, Transit can display the window in different positions and sizes. You can arrange these windows however you like within the main Transit window (» [Customising the Transit working environment](#), page 346).

The Transit toolbar The Transit toolbar is located on the right-hand side of the Transit user interface. The tools which appear in the Transit toolbar when Transit is started depends on the selected user role.

The following tools are available:

	Tool	Function
	Source fuzzy	Fuzzy matches (» page 165)
	Target fuzzy	
	Terminology	Working with terminology (» page 179)
	Markup	Markups in the Transit editor (» page 173)
	Find/Replace	Find/Replace (» page 211)
	Dual Concordance search	Starting a concordance search (» page 232)
	Dynamic Linking	Calling up Dynamic Linking (» page 235)
	Spellcheck	Spellcheck (» page 250)
	Segment info	<ul style="list-style-type: none"> Entering and using comments (» page 188) Information in the “Segment info” window (» page 189)
	Character map	Inserting Unicode characters (» page 214)
	Web search	Web search: Research translations and meanings in the web (» page 220)

Tools in the Transit toolbar

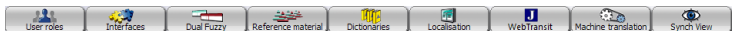
Tool	Function
 File navigation	File display in the "File navigation" window (» page 225)
 PDF viewer/Word preview	PDF viewer/Word preview (» page 227)
 HTML viewer	HTML viewer (» page 229)
 Multimedia viewer	Multimedia viewer (» page 230)
 RC editor	Binary resources in the RC editor (» page 226)

Tools in the Transit toolbar (cont.)

You can use standard-window tools in the following ways:

- You can open the tool via the Transit-toolbar context menu and close it when it is no longer required by clicking on the **X** in the titlebar.
- You can integrate (dock) the tool with the Transit user interface ([» How do I dock a standard window with the user interface?](#), page 412).
- You can change the display mode of the tool to use it as a floating window after docking it with the user interface ([» How do I change the display mode for a floating window?](#), page 410).

The resource bar The resource bar provides access to basic resources which you will need to refer to frequently in the course of your daily work:

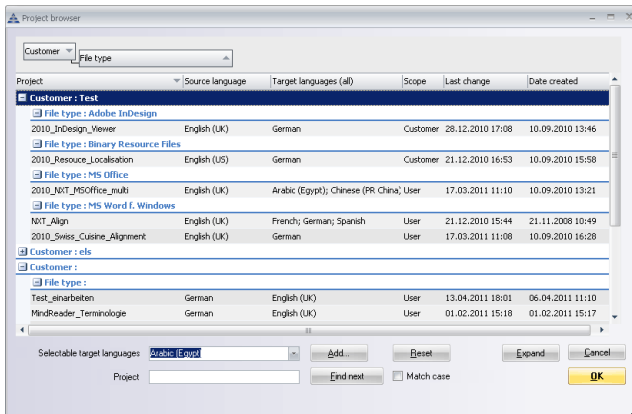


- **User roles:**
 - With **User roles | Select user role** you can choose a standard user role ([» How do I select a user role while using Transit?](#), page 28).
 - With **User roles | Manage user roles** you can modify a standard user role to suit your own requirements and save it as a custom user role ([» Transit/ TermStar Reference Guide](#)).
 - With **User roles | My user roles** you can select from custom user roles.
 - With **User roles | Standard user roles** you can open a list of the standard user roles which come with Transit ([» User roles in Transit](#), page 26).
- With **Interfaces** you can create a new project using predefined templates for particular file types ([» Creating a new project via the resource bar](#), page 53).
- With **Dual Fuzzy** you can modify settings for Dual Fuzzy search ([» User preferences for dual fuzzy search](#), page 359).
- With **Reference material** you can import, create, editing and maintain reference material ([» Transit/TermStar Reference Guide](#)).

- With **Dictionaries** you can import, create, edit and manage dictionaries and terminology (» [Opening dictionaries](#), page 180).
- With **Localisation** you can create a new localisation project.
- With **WebTransit** you can open WebTransit to receive, process and deliver jobs from and to STAR CLM (» [Project exchange with STAR CLM](#), page 137 and » [WebTransit User Guide](#)).
- With **Machine translation** you can configure accesses and settings for MT systems (e.g. STAR MT, Systran, DeepL, Google Translate, etc.; » [Appendix: Configuring access to MT systems](#), page 441).
- With **Synch View** you can change the user preferences for the source and target language previews (» [User preferences for synchronised views](#), page 362).

Project Browser The Project Browser offers options for structuring the view of the Transit projects and for customising the view according to your requirements. The Project Browser also has filter and search functions to provide a clear overview, even if there are a great deal of projects, helping you to quickly locate particular projects.

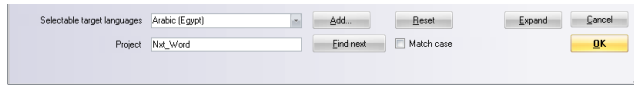
The Project Browser is divided into two areas. The top part of the window contains the table listing the projects, while the filter and search functions are located in the bottom part.



The project table can be altered to suit your individual requirements (» [Customising the Project Browser](#), page 375).

Filtering projects by target language and searching for projects

You can filter projects by target language and carry out targeted searches for individual projects. The column for the project attribute **Target languages (selected)** must be displayed to enable filtering by target languages (» [Adding project attributes](#), page 377).



Filtering and searching in the Project Browser

- **Selectable target languages:** Target languages which can be selected
- **Add:** adds the selected target language to the filter
- **Reset:** resets the filter
- **Project:** field for entering a project name or string to search for
- **Find next:** searches for another project name which matches the search term
- **Match case:** ignore or pay attention to case differences when searching for a project name
- **Expand:** if they are grouped according to particular attributes, expands or collapses the groups of projects in the project table
- **Cancel:** discards any changes and closes the Project Browser without selecting another project
- **OK:** Confirms your project selection and closes the window

How do I filter by target language in the Project Browser?

1. Open the Project Browser by selecting **Project | Administration | Open**.
Transit displays the Project Browser.
2. If it is not already shown, display the project attribute **Target languages (selected) using the context menu** (» [Adding project attributes](#), page 377).
3. From the **Selectable target languages** list, select the language that you want to filter the projects by and then click **Add**.

This language will be displayed in the **Target languages (selected)** column for all projects which contain this target language.

Example: you want to determine which projects have both German and English (UK) as their target languages.

1. Select **German** from the **Selectable target languages** list and click **Add**.
In the **Target languages (selected)** column, Transit now shows the entry **German** for all projects containing this target language.
2. Then select **English (UK)** from the **Selectable target languages** list and click **Add**.
Transit now displays the target languages **German** and **English (UK)** in the **Target languages (selected)** column. Using this procedure, you can add further languages, or start a new search. To do this, you need to reset the filter by clicking **Reset**.

How do I search for a particular project in the Project Browser?

1. Open the Project Browser by selecting **Project | Administration | Open**.
Transit displays the Project Browser.
2. Enter the name of the project you are looking for in the **Project** field. Alternatively you can just enter a string which is part of the project name (e.g. Docum instead of Documentation). If you want case differences to be taken into account for the search, select the **Match case** option.
Transit indicates the first project in the project table which matches the search query by highlighting the corresponding row.
3. To search for other projects matching this search query, click **Find next**.
The next match is highlighted in the project table.

Closing Transit

When you have finished your work with Transit, you can close it.

How do I close Transit?

1. Click the **Transit** icon and select **| Exit Transit**.
2. If you have modified a language pair and have not yet saved it, Transit displays the following message:
The file "... " was changed. Save?
Decide whether Transit should save the language pair:
 - **Yes:** Transit saves the language pair and closes it.
 - **No:** Transit does not save the language pair and closes it. Doing so, your changes to the language pair will be lost.
 - **Cancel:** The language pair is not saved and remains open.If applicable, Transit displays the message for each unsaved language pair.
3. If you have modified the project settings and have not yet saved them, Transit displays the following message:
Project settings have been changed. Save?
Decide whether Transit should save the project:
 - **Yes:** Transit saves the project and closes it.
 - **No:** Transit closes the project without saving it. Doing so, your changes to the project settings will be lost.
 - **Cancel:** The project and Transit will not close.
4. If you have modified the user preferences or settings on the ribbon bar and have not yet saved them, Transit displays the following message:
The user preferences or settings on the ribbon bar have been changed. Save?

Decide whether Transit should save the user preferences and the ribbon bar settings:

- **Yes:** Transit saves the changes, then closes.
- **No:** Transit closes without saving the changes. Doing so, the changes to the user preferences and to the ribbon bar will be lost.
- **Cancel:** Transit will not close.

The next time you start Transit, you can open the last edited project (» [Tip: List of recent projects](#), page 143).

3 Project management

The information which must be provided when setting up a project in Transit is comparable with that required for a conventional translation project, not using a translation memory system.

Transit guides you step-by-step through the individual options so that you will not miss anything out in the process (» [Creating a project](#), page 39).

Transit saves all the information of a project in the "*project settings*". You can use these settings to specify how Transit will import the files and then later export them (» [Project settings](#), page 83).

The following steps must be carried out once the project settings have been defined:

1. Importing files (» [page 60](#))
2. If necessary, packing the project if it is to be translated by another user (» [Exchanging projects](#), page 120)
3. Translating in Transit (» [page 140](#))
4. If necessary, unpacking the translation if the project was translated by another user (» [Unpacking a translation](#), page 131)
5. Checking files prior to export (» [page 69](#))
6. Exporting files (» [page 68](#))

Transit can also create a *translation extract* which only contains the segments which Transit did not automatically pretranslate (» [Working with translation extracts](#), page 73).

You can compact existing reference material so that it only contains one copy of segments which occur multiple times, or which only differ slightly. This creates reference material which is smaller in size and faster to transfer (e.g. by e-mail) and which, in some circumstances, can deliver pretranslations and fuzzy matches more quickly (» [Transit/TermStar Reference Guide](#)).

If you have a language pair, you can use it to add specialist terminology to a dictionary (» [Extracting terminology from language pairs](#), page 79).

Creating a project

Overview To translate a document using Transit, you must first create a project. A wizard helps you to do this by guiding you step-by-step through the functions so you cannot forget any settings.

Selecting **Project | Administration | Create** takes you to the **Create new project** window:

You have the following options when creating a project:

- You can create a new project based on a template.
The option **Based on template** allows you to select from a list of user-defined project templates and adapt these to suit your current project.
- You can create a new project from scratch.
The option **New project from scratch** lets you create a new project from scratch (» [Creating a new project](#), page 40).
- You can create a follow-up project.
Using the option **Based on project**, you can create a follow-up project. With this option, Transit suggests the settings of an existing project so you only have to change the settings which differentiate the new project from the old project (» [Create a new project based on an existing project](#), page 52).
- You can create an alignment project.

With the option **Alignment project**, you can turn translations which were not translated with Transit into reference material (» [Creating an alignment project](#), page 319 and » [Machine alignment](#), page 340).



Shared project with TermStar

When you create a project in Transit, this is also used by the TermStar terminology management system. The Transit project also contains all the settings which TermStar requires.

This means that if you want to use or edit terminology for a translation project, there is no need to create a separate project in TermStar.

Creating a new project

Selecting **Project | Administration | Create** in Transit gives the user the option to create a new project from scratch or a project based on a template.

It is also possible to select predefined default project templates using the **Interfaces** button in the resource bar, which you can then adapt for your project (» [Creating a new project via the resource bar](#), page 53).

If you want to create a new project template, please refer to » [Managing project templates](#), page 379.

How do I create a new project?

1. Select **Project | Administration | Create**.

Transit displays the following window:

Create new project

Based on template:
[Dropdown menu]

New project from scratch

Based on project:
[Dropdown menu showing DEFAULT]

Alignment project

You can create a new project using one of the following options:
Use a project template, where the most important project settings have already been defined.
Create a new project from scratch.
Create a new project based on an existing project. Such projects already contain all the required formatting and customer-specific settings.
Create an alignment project if you want to align files for use as reference material.

< Back Next > Cancel

2. To create a new project, select **New project from scratch**. Confirm the option selected with **Next**.

Transit displays the following window:

3. Specify the administrative information (» **"Administration"** project settings, page 86).
 - **Project name:** Enter the name of the project here. When choosing a name for the project, ensure that it does not contain any invalid characters. The following characters are not allowed: \ / " : < > | ? *
 - **Scope:** Select the scope to which the project should be assigned (» **Scopes in Transit**, page 28).
 - If you have selected customer from the **Scope** list, select the desired customer from the **Customer** list.
 - Click **New customer** to create a new customer. Transit displays the following window:

Enter the name of the customer in the **Customer** field. Transit automatically copies the name into the **Customer data folder** field. Transit saves customer-specific settings to this folder.

Click **Create customer** to confirm the information entered for the new customer. Transit displays the **Administration** window again. You can now select the new customer from the **Customer** list.

- You can enter a comment on your project in the **Project comment** section.
- In the **Project status** section you can enter remarks on the status of the project, e.g. *Imported*, *Statistics created*, *Imported and checked before translation*, *Sent to translator*, etc.

Confirm your settings with **Next**.

Transit displays the following window:

The screenshot shows a dialog box titled "Languages" with a close button (X) in the top right corner. The dialog contains the following elements:

- Source language:** A dropdown menu.
- Current target language:** A dropdown menu.
- Project target languages (0):** An empty list box with an "Add..." button to its right and a "Remove" button below it.
- Instructions:** A text box containing the following text: "Choose the source language for the text to be translated. Select 'Add' to specify all the target languages for your project. Select the 'Current target language' from your list of project target languages. This represents the language pair which will be opened in the editor."
- Navigation:** Three buttons at the bottom: "< Back", "Next >" (highlighted with a blue border), and "Cancel".

If you are creating a new project from scratch, the source and target language fields will be empty, because this option does not set predefined languages.

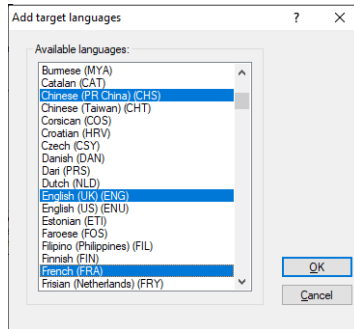
4. Specify the source and target languages for the project (» ["Languages" project settings](#), page 85).

- **Source language:** Select the required language.
- **Current target language:** Select the required language.

You can select languages specified as project target languages. When creating a new project, it is first necessary to add the required languages in the **Project target languages** section.

- **Project target languages:** Transit displays all the target languages for the project in the **Project target languages** section.

- To add a target language, click **Add**. Transit displays the following window:



Select one or more languages which you want to add to the project as target languages. To select several target languages, press and hold the CTRL key. Confirm your selection with **OK**.

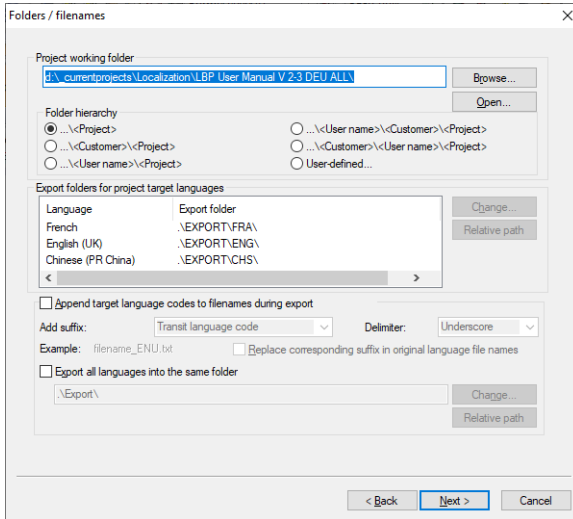
Transit displays the **Languages** window again with the target languages added. You now have the chance, if required, to select a different language as your current target language.

- To remove a target language from the project, select the language in the **Project target languages** section and click **Remove**.

This does not cause Transit to delete the files for the removed target language, but that the language is no longer used in this project.

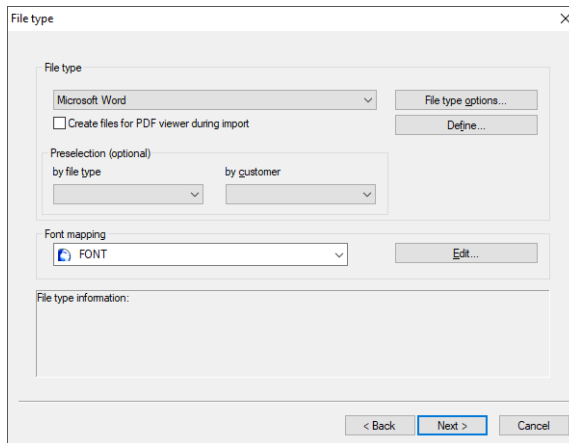
Confirm your settings with **Next**.

Transit displays the following window with the path of the working folder:



5. Specify the working folder which Transit should use to save all the files for this project (» [“Folders / filenames” project settings](#), page 87).
 - If you do not want to use the suggested folder, click **Browse** or select the desired folder hierarchy (» [Folder hierarchy](#), page 87).
 - When you export a project for the first time, Transit creates the **Export** subfolder in the working folder and subfolders for each target language in it. The exported files are saved in these folders.
However, you can specify other export folders for each target language – even outside the working folder (» [How do I change an export folder?](#), page 89).
 - If Transit shall add target language codes during export, select **Append target language codes to filenames during export** (» [How does Transit add target language codes during export?](#), page 89).
Select the form of the language codes from the **Add suffix** list and select the **Delimiter**. If Transit is to replace the corresponding language code in the source language file name, select **Replace corresponding suffix in original filenames**.
 - If Transit shall export all target language files to one folder, select **Export all languages into the same folder** (» [How does Transit export all target language files to one folder?](#), page 90).
Confirm your settings with **Next**.

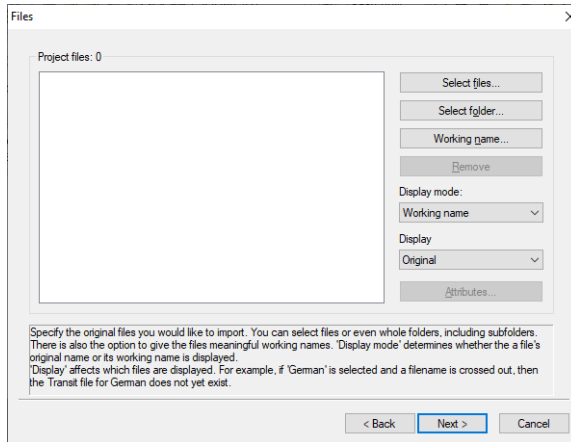
Transit displays the following window:



6. Specify the type of file that you want to import (» [“File type” project settings](#), page 95).
 - Select the desired file type from the **File type** list.
 - If you want to search for particular file types or for file types for a particular customer, you can restrict the list using the **Preselection (optional)** section.
 - If you want to create PDF files for the synchronised PDF display later during the import, select **Create files for PDF viewer during import** (supported for Word, PowerPoint, and Visio files).
 - This setting is a default. When starting the import, you can still decide whether Transit shall create PDF files or not (» [Performing an import](#), page 61).
 - **Font mapping** lets you assign particular fonts to the target language document which is to be created.
 - In order to select specific settings for the file type, click **File type options**. Doing so, you can specify which parts of your files should be imported for translation (» [Document “Transit: Tips & Tricks for All File Formats”](#)).

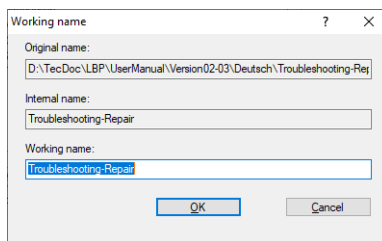
Confirm your settings with **Next**.

Transit displays the following window:



7. Specify which files you want to import and translate in Transit.
 - If you wish to select individual files, click **Select files**.
Transit displays the **Select original files** window. Select the desired files and confirm the selection by clicking **Open**.
 - If you wish to select all the files in a folder, click **Select folder**.
Transit displays the **Select folder with original files** window. Select the desired folder.
Select **Include subfolders** if you want Transit to import the contents of all subfolders as well.
Confirm your selection by clicking **Open**.
 - If you want to remove a file or a folder from the project, select the file/folder and click **Remove**.
 - If you want to assign a working name to a file, select the file and click **Working name**.

Transit displays the following window:



Enter the desired working name into the **Working name** field. Confirm your entry with **OK**.

- From the **Display mode** list, select how Transit should display the filenames in the **Project files** section:
 - **Working name**: Transit displays the working name.
 - **Original name**: Transit displays the path and original name of the file.
- From the **Display** list, select the files which Transit should display in the **Project files** section.

Transit then indicates in the **Project files** section whether the corresponding language files already exist (» **Display**, page 92).

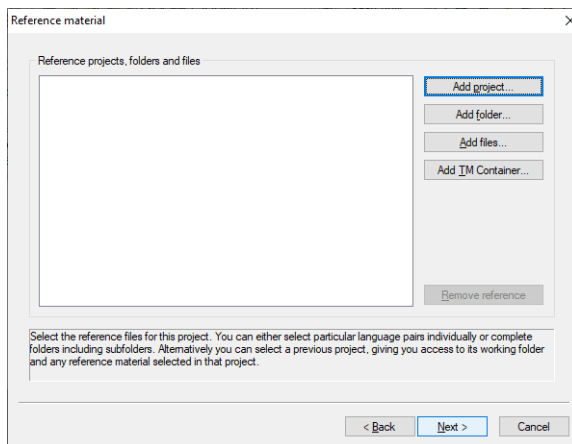
If the files do not yet exist, it may be that they still need to be imported for the language selected.

- If you want to specify specific attribute values for the added project files, click **Attributes**.

By doing so, you provide the project files with additional information that you can use later on – for importing them into a TM Container and exporting them as TMX files (» **Document** "Transit: Managing and using TM Containers").

Confirm your settings with **Next**.

Transit displays the following window:



8. Specify which files you want to use as reference material
 - To select a project as reference material, click **Add projects**.
Transit displays the Project Browser. Select the desired project.
Confirm your selection with **OK**.
 - To select all the files in a folder, click **Add folder**.

Transit displays the **Select reference folder** window. Select the desired folder. If the folder contains subfolders, they are automatically included in the selection.

Confirm your selection by clicking **Open**.

- To add individual files as reference material, click **Add files**.

Transit displays the **Select reference files** window. Select the desired files and confirm the selection by clicking **Open**.

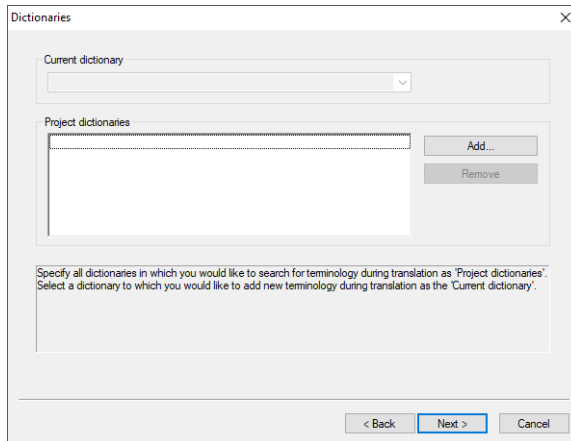
- To add a TM Container or TM Filter as reference material, click **Add TM Container**.

Transit displays the **Add TM Container** window. Select the desired TM Container or TM Filter and confirm by clicking **Select**.

- If you want to remove a project, folder or file from the list of already selected reference material, select the corresponding entry and click **Remove reference**.

Confirm your settings with **Next**.

Transit displays the following window:

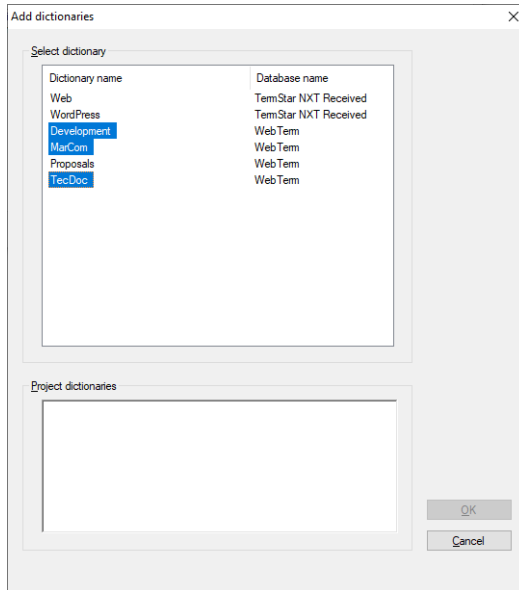


9. From the **Current dictionary** list, select the dictionary to which Transit should add any new terminology.

You can select a dictionary which has been specified as a project dictionary. If the required dictionary is not contained in the list, you must first add it to the **Project dictionaries** section.

To assign a dictionary to the project, click **Add** in the **Project dictionaries** section.

Transit displays the following window:



In the **Select dictionary** section Transit displays the dictionaries that you can access. In the right column Transit displays the name of the database in which the respective dictionary is saved.

By clicking on the column header **Dictionary name** and **Database name** you can sort the dictionaries or the databases alphabetically ascending or descending for a better overview.

In the **Project dictionaries section** Transit displays the dictionaries that are already defined as project dictionaries.

- In the **Select dictionary** section, select one or more dictionaries which you want to add to the project. Confirm your selection with **OK**.

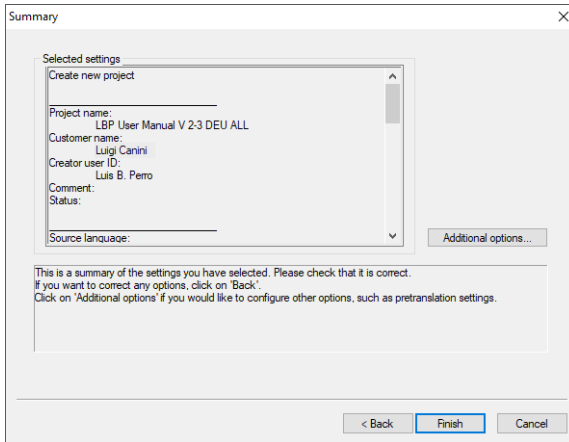
Transit displays the **Dictionaries** window again with the dictionaries added. If necessary, you can now select a different current dictionary.

- To remove a dictionary from the project, select the dictionary in the **Project dictionaries** section and click **Remove**.

Transit will not delete the dictionary data from the database when a dictionary is removed, it will merely no longer use the dictionary in this project.

Confirm your settings with **Next**.

Transit displays the summary:

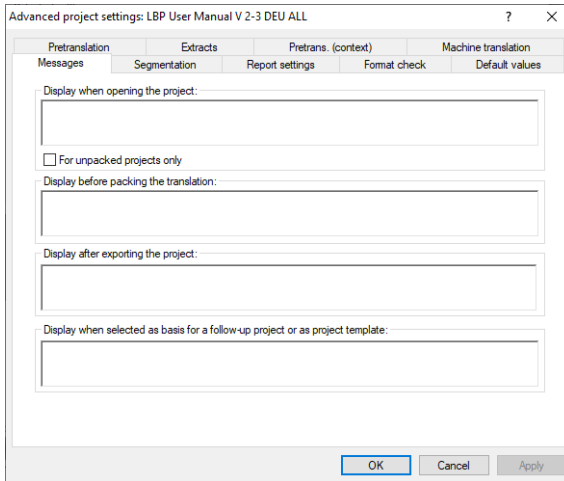


This displays all the settings which you have previously specified for the current project.

10. Check your settings or specify additional settings:

- Click **Back** if you want to change a setting.
- If you want to make additional settings for segmentation, report settings, format check, default values, reference material, pretranslation or extracts, click **Additional options**.

Transit displays the following window, which contains the following tabs:



- **Segmentation:** Options for splitting the text into individual sections (segments, » [“Segmentation” project settings](#), page 104).
- **Report settings:** Settings for the Report Manager for analysing and invoicing your translation project (» [“Report settings” project settings](#), page 98).
- **Format check:** Options for verifying the consistency of formatting information, the representation of numbers and for detecting missing or redundant spaces (» [“Format check” project setting](#), page 100).
- **Default values:** Default values for dictionary entries made while working on the project (» [“Default values” project settings](#), page 107).
- **Pretranslation:** Settings for pretranslation based on the reference material (» [“Pretranslation” project settings](#), page 109).
- **Extracts:** Settings for the creation of reference and translation extracts (» [“Extracts” project settings](#), page 115).
- **Machine translation:** Generating translation suggestions during import using machine translation (» [“Machine translation” project settings](#), page 117).
- **Pretrans. (context):** The context-based pretranslation is an optional function. If you wish to use this function and have it activated, please contact the STAR Group (» [Contact](#), page 2).

Configure the desired settings and confirm them by clicking **OK** (» [Project settings](#), page 83).

11. Once you have checked all the settings, confirm them with **Finish**.

Transit creates the project with all the files and folders.

Once you have created a project, the next step generally is to import the files. For this reason, Transit displays the following message:

Project created successfully. Do you want to start the import process now?

12. Decide whether you want to import the files now or later:
 - Click **Yes** if you want to import the files straight away.
Transit displays the **Import project** window. Proceed as explained in » [Importing files](#), page 60.
 - Click **No** if you want to import the files at a later stage.

You can carry out the import process at a later stage (» [Importing files](#), page 60). However, you must import the files before you can start the translation.

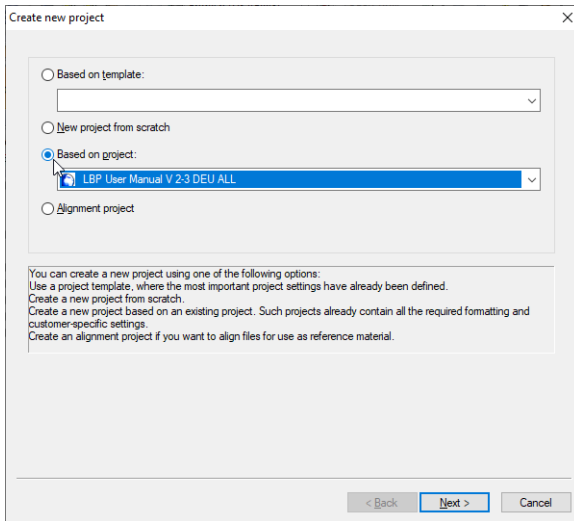
Create a new project based on an existing project

If you choose to create a project based on an existing project, Transit suggests the existing settings from this project, so you only have to modify the options which differentiate the new project from the old one.

How do I create a new project based on an existing project?

1. Select **Project | Administration | Create**.

Transit displays the following window:



2. To create a follow-up project, select **Based on project**.
3. Select the project which you want to use as the basis for your new project.
Confirm the option selected with **Next**.

Transit displays the following window:

The screenshot shows the 'Administration' window with the following content:

- Project information:**
 - Name: LBP_User Manual V 2:3 DEU ALL1
 - Scope: Global
 - User: Luigi B. Perro
 - Customer: Luigi Canini
 - New customer... button
- Project comment:** (Empty text area)
- Project status:** (Empty text area)
- Instructions:** Enter a project name and select the scope under which it will be listed for organisational purposes. This information is used to identify the project and cannot therefore be altered later on. If you would like to store the project under a specific customer, select an existing customer or create a new one. If necessary, you can enter information about the project and its current status.
- Navigation:** < Back, Next >, Cancel

The settings of the old project are used without change, with the following exceptions:

- As the project name, Transit suggests the name of the old project with 1 appended to the end.
- In the “Reference material” project setting, Transit lists the reference material of the old project and adds the old project as a reference project.
If the language pairs of the old project are sufficient as reference material, you can remove the reference material of the old project from the project settings (» [“Reference material” project setting](#), page 101).
- Transit removes the old files from the “Files” project settings so that you can select the new files to be imported (» [“Files” project settings](#), page 91).

Accept the suggested settings or change the settings for the new project. To do so, proceed as when creating a new project (from » [step 4](#), page 42 onwards).

Creating a new project via the resource bar

The Transit resource bar contains project templates, allowing you to create a project quickly. A project created via the resource bar differs from a project created from scratch in the following respects:

- **Project folder:** Transit automatically saves the project to `C:\Program Files\Transit_NXT\projects\<project name>`. For the project name, Transit uses the name you have entered under **Project name** in the **Administration** window.
- **File type:** The file type is preselected when you choose the project template.
- **Dictionary:** The project wizard skips the **Dictionaries** window when you create a project via the resource bar.

Clicking the **Additional options** button in the **Summary** window takes you to the advanced project settings. Here, you can make further project settings before you finally create the project.

How do I create a project via the resource bar?

1. Click the **Interfaces** button on the resource bar.
2. Select the desired file type (e.g. Office -> Microsoft Office).

Transit displays the following window:

The screenshot shows a dialog box titled "Administration" with a close button (X) in the top right corner. The dialog is divided into several sections:

- Project information:** Contains four fields: "Name:" (text input), "Scope:" (dropdown menu showing "Global"), "User:" (text input showing "Luis B. Perro"), and "Customer:" (dropdown menu). A "New customer..." button is located to the right of the Customer field.
- Project comment:** A large empty text area.
- Project status:** A smaller empty text area.
- Instructions:** A block of text at the bottom reads: "Enter a project name and select the scope under which it will be listed for organisational purposes. This information is used to identify the project and cannot therefore be altered later on. If you would like to store the project under a specific customer, select an existing customer or create a new one. If necessary, you can enter information about the project and its current status."
- Navigation:** At the bottom right, there are three buttons: "< Back", "Next >" (highlighted with a blue border), and "Cancel".

3. Specify the administrative information (» ["Administration" project settings](#), page 86) and proceed in the same way as when creating a new project (» [Creating a new project](#), page 40).

Opening, changing, saving, and deleting a project

Overview In order to translate the files in a project or to change the project settings, you need to open that project (» [Opening a project](#), page 55).

If you have changed the project settings, save the project so that you will not lose the changes (» [Saving a project](#), page 57).

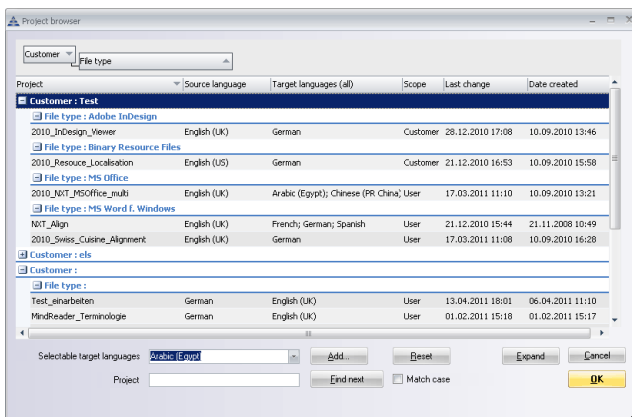
If you do not need a project anymore, you can delete it (» [Deleting a project](#), page 58).

Opening a project When you open a project, Transit uses the project settings you saved for the project. After having opened the project, you can change the project settings, import or export files, open language pairs to translate them, etc.

How do I open a project?

1. Select **Project | Administration | Open**.

Transit displays the Project Browser:



In the Project Browser, Transit displays all available projects and allows to search and sort projects (» [Project Browser](#), page 34).

2. Select the project you wish to open and confirm your choice with **OK**.
3. If you have changed the settings for a project which is already open and not yet saved them, Transit displays the following message:

Project settings have been changed. Save?

Decide whether Transit should save the open project or not:

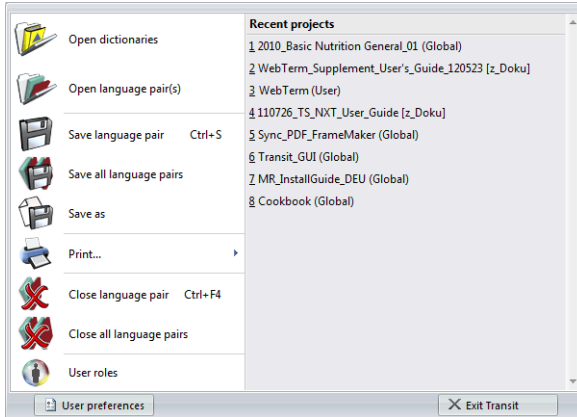
- **Yes:** Transit saves the open project, closes it and opens the selected project.
- **No:** Transit closes the open project without saving it and opens the selected project.

This will cause all changes that you have made to the open project since the last save to be lost.

- **Cancel:** Transit does not close the open project and does not open the selected project.

You can now import or export files, open language files or change the project settings, for example.

Recent projects list Clicking the **Transit** symbol at the top left displays the **Recent projects** list:



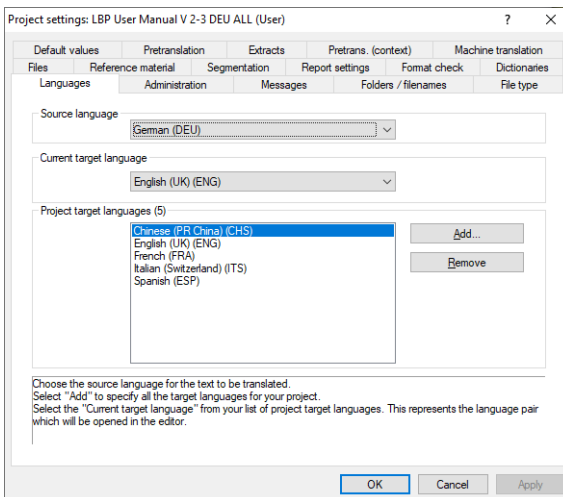
List of recently opened projects

To open a project, simply select it from this list.

Changing the project settings **How do I change the project settings?**

1. Open the project if it is not already open (» [Opening a project](#), page 55).
2. Select **Project | Administration | Settings**.

Transit displays the following window:



3. Select the tab required and change the settings (» [Overview of the project settings](#), page 83).

Confirm your changes:

- Click **Apply** to confirm the changes without closing the **Project settings** window.
In this way, you can make further changes on the other tabs.
- Click **OK** to confirm the changes and close the **Project settings** window.

Transit will now use the modified project settings. Save the project so you do not lose the changes (» [Saving a project](#), page 57).

Saving a project If you have changed the project settings, save the project so that you will not lose the changes.

However, if you have only edited the content of the language pairs (i.e. your translation), it is sufficient to save the language files (» [Saving language pairs](#), page 145).

How do I save a project?

1. Select **Project | Administration | Save**.

If the option is greyed out, there are no changes in the project settings that need to be saved.

Transit saves the project with all the settings and overwrites the old settings.



Use the “Based on project” option instead of using “Save as”

If you wish to create a new project based on an existing one, we **strongly** recommend creating a follow-up project (» [Create a new project based on an existing project](#), page 52).

The **Project | Administration | Save as** function only creates a new project settings file; it does not copy the project working folder. This means that two projects are accessing the same data (language pairs and other project-related files).

Deleting a project If you do not need a project anymore, you can delete it in Transit. Transit then permanently deletes all project files located in the associated working folder.



DATA LOSS

Transit is able to permanently delete the entire project working folder.

With the working folder, you also delete the language pairs of the project and the settings saved in the **Project** scope (e.g. abbreviation lists, segment filters or import scripts for dictionary import).

Make sure that you really no longer require the project and the data contained within it.



Tip: Save language pairs as reference material before deleting the project

The language pairs of a project are valuable assets that allow you to reuse your translations for future projects.

To ensure you do not lose the language pairs while deleting a project, you can do one of the following before deleting:

- Storing language pairs as reference material (» [page 76](#))

Transit helps you to save the language pairs of the current project as reference material in a structured way. You can specify how the language pairs should be copied to the selected reference folder and simply resolve any naming conflicts.

- Copying language pairs manually to another folder

You can open the working folder and copy the language pairs to another location in your file system.

To display the contents of the working folder, click **Open** in the “Folders / filenames” project settings (» [“Folders / filenames” project settings](#), page 87). This opens the working folder in the Windows file explorer, with which you can copy the language pairs to another location.

- Importing language pairs into a TM Container

If you have access to a TM Container (optional), you can import the language pairs of the current project into the TM container. In doing so, you assign attributes and attribute values to the language pairs in order to be able to access suitable contents of the TM container later (» [Document "Transit: Managing and using TM Containers"](#)).

How do I delete a project?

1. Open the project that you want to delete (» [Opening a project](#), page 55).
2. Make sure that you really no longer need the project and the data contained within it (» [Data loss](#), page 58).
3. Select **Project | Administration | Delete**.

Transit displays the following message:

Do you also want to delete the working folder "." with all subfolders?

4. Specify whether you also want to delete the project data in the working folder:
 - **Yes:** Transit deletes the project including its working folder with all language pairs, all other files and all settings that you have saved in Project scope.
 - **No:** Transit deletes the project but leaves the working folder and its contents unchanged. You can no longer open the project; however, the files are still available via the file system.
 - **Cancel:** Transit cancels the deletion. The project and its working folder are retained.

If you have selected **Yes** or **No**, Transit displays one of the following messages:

- Do you really want to delete the project "." and its working folder "."?
- Do you really want to delete the project "."?

5. Confirm that you really want to delete the project and, if applicable, the working folder:
 - **Yes:** Transit permanently deletes the project and, if applicable, the working folder.
 - **No:** Transit cancels the deletion. The project and its working folder are retained.

Depending on the size of the project and the working folder, deletion may take a moment. When the project is deleted, Transit displays the following message:
Project "." has been deleted successfully.

In some cases, Transit cannot completely delete the contents of the working folder and displays a corresponding message. In this case, delete the files and the working folder via the file system.

Importing files

Overview Before you can translate a file in Transit, you must first import it. During the import process, Transit filters the files, splits them into segments and performs pretranslation (» [How does Transit import files?](#), page 60).

During import, Transit can also create a *translation extract*, which only contains the text that is not yet translated (» [Working with translation extracts](#), page 73).

Transit can summarise all segments from the reference material that are relevant as fuzzy matches (*project-related reference extract*). This makes the reference material more compact, reducing the file size and making it easier to send (» [“Extracts” project settings](#), page 115).



Tips & tricks for all file formats

More detailed information and tips on all the different file formats that Transit can import is provided in the » [Document “Transit: Tips & Tricks for All File Formats”](#).

How does Transit import files? Before you can translate a file in Transit, you must first import it. Transit carries out the following steps during the import phase (see also fig. » [Translation projects in Transit](#), page 24):

- Filtering/conversion

Transit opens the source file and separates the formatting information from the textual information. Formatting information refers to specifications for paragraph or character formatting, changes in paragraph or character format and formatting templates, graphics, etc. Transit inserts *markups* into the text to mark the position of the formatting information (» [Markups in the Transit editor](#), page 173).

Internally, Transit uses the Unicode character encoding type. For file types that use another type of encoding, Transit carries out a conversion into Unicode (» [Files without standard encoding](#), page 97).

- Segmentation

During import, Transit splits the text into *segments*. These are the sections that must be translated (» [Segments in the Transit editor](#), page 155). They are also the sections of text which Transit searches for and replaces when it compares the text with existing translations. You have already defined in the project settings whether Transit should segment by sentence or by paragraph. As a result, a segment is either an individual sentence or an entire paragraph (» [“Segmentation” project settings](#), page 104).

- Check abbreviations interactively (» [page 65](#))

In the case of segmentation by sentence, a segment marker is set after a dot marking the end of a sentence. However, a dot can also be placed after an abbreviation that is not to be segmented by. Abbreviation lists are used to distinguish whether a string is an abbreviation (without subsequent segmentation) or a “normal” word (with subsequent segmentation).

- Pretranslation
Transit carries out pretranslation in all languages selected. This involves the segments to be translated being compared with the translated segments in the reference material (» [“Pretranslation” project settings](#), page 109).
- Creating a translation extract
If desired, Transit can create a *translation extract*, which contains only the text that is not yet translated (» [Working with translation extracts](#), page 73).
- Creating a reference extract
Transit can create a *project-related reference extract*, which is a summary of the segments in the reference material that are relevant as fuzzy matches (» [“Extracts” project settings](#), page 115).
- Creating files for the PDF viewer
Transit can automatically generate PDF files when importing Word, PowerPoint and Visio files. These are then displayed in the PDF viewer and synchronised with the display of the language pair in the Transit editor (» [Creating files for the PDF viewer](#), page 67).



REPEATING THE IMPORT OVERWRITES EXISTING FILES!

Repeating the import is only useful in certain cases and may overwrite existing language files.

Repeat the import only in the scenarios and only with the settings described in » [Repeating the import](#), page 64.

Performing an import

Once you have created a project, you can import the files to be translated.



Preparing files for import

You must carry out a number of preparatory steps before importing certain file types:

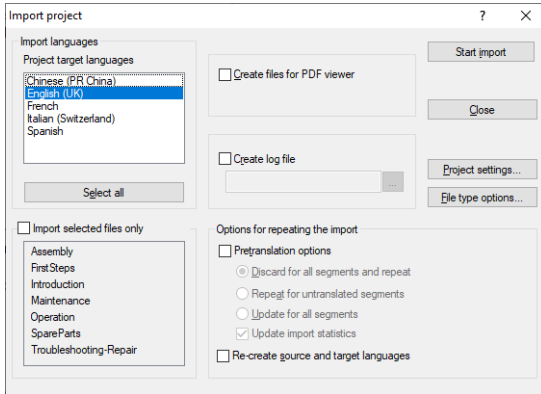
- FrameMaker: Save FrameMaker files to MIF format.
- Interleaf/Quicksilver: Save Interleaf/Quicksilver files as ASCII files using the file extensions doc or il1doc.
- InDesign: Save InDesign files to STAR Transit Text and Code (*.ttc) format.
- QuarkXPress: Save QuarkXPress files with the XGate XTension software (*.ttq).

More detailed information and tips on all the different file formats that Transit can import is provided in the » [Document “Transit: Tips & Tricks for All File Formats”](#).

How do I carry out an import?

1. Select **Project | Processing | Import**.

Transit displays the following window:



2. Select the languages for which you wish to import the files:
 - If you want to import the files for all languages, click **Select all**.
 - If you want to import selected languages only, select the language or languages required.

Languages which you are not importing now can be imported at a later stage.
3. If you want to import selected project files only, select **Import selected files only**. Then select the files you wish to import. Files which you are not importing now can be imported at a later stage.
4. If you want Transit to generate PDF files for the PDF viewer during import, select **Create files for PDF viewer** (supported for Word, PowerPoint and Visio files).
Tip: In the project settings you can specify whether this option shall be automatically selected (» [“File type” project settings](#), page 95, **Create files for PDF viewer during import** option).
5. If you want Transit to create a log file concerning the import, select **Create log file**.
 - If you want to save the log file in the working folder, enter the name for the file in the field.
 - If you want to save the log file to another location, click ... and enter the folder and filename for the log file.
6. If you want to change or check the project settings, click **Project settings** (» [Project settings](#), page 83).

Click **OK** to close the **Project settings** window and return to the **Import project** window.

7. In order to select specific settings for the file type, click **File type options**. Doing so, you can specify which parts of your files should be imported for translation (» [Document “Transit: Tips & Tricks for All File Formats”](#)).
By clicking **OK** you close the **File type options** window and return to the **Import project** window.
8. The **Options for repeating the import** are only useful in certain cases and may overwrite existing language files.
Use these options in the scenarios and only with the settings described in
» [Repeating the import](#), page 64.
9. Click **Start import**.
 - If you import only some of the project files or files added subsequently, Transit can use the already translated files of the project as reference material. Transit displays a corresponding message.
 - Click **Yes** if you want to also use the files of the current project as reference material.
 - Click **No** if you want to use only the reference material that you have selected in the project settings (» [“Reference material” project setting](#), page 101).
 - If you do import some of the project files only, Transit cannot update the “Internal repetitions per project” statistics. Transit displays a corresponding message.
Click **OK** if you want to perform the import anyway.
 - If you have already imported the files, you would overwrite existing files.
Transit displays a corresponding message.
Click **OK** if you want to perform the import again anyway.
 - If have selected abbreviation check for segmenting by sentence (» [“Segmentation” project settings](#), page 104), Transit displays the **Check abbreviations for segmentation** window during import (» [Check abbreviations interactively](#), page 65).
 - Once Transit has finished the import, you can view basic import statistics. However, we recommend using the Report Manager to perform an analysis of the project (» [Analysing projects with the Report Manager](#), page 311).
If you want to display the import statistics, click **Details**.
If you want to save the import statistics, click **Save** and enter the folder and filename for the statistics.

Close the **Import progress** window by clicking **OK**.
10. If you do not want to carry out another import, you can close the **Import project** window by clicking **Close**.
Transit has imported the files, and you can start translating (» [Translating in Transit](#), page 140) or you can pack the project for a translator (» [Exchanging projects](#), page 120).

Repeating the import



REPEATING THE IMPORT OVERWRITES EXISTING FILES!

If you have already carried out an import for a project and carry out another import, Transit will overwrite existing language files. This can result in the loss of changes and translations that you and others have already made in the target language files.

Repeating the import is only useful in certain cases. Make sure to use the **Options for repeating the import** only in the described scenarios and only with the described settings.

- You receive new reference material.

In this case, you repeat the pretranslation of the existing project files for the target languages selected. In so doing, Transit uses the new reference material and may achieve better pretranslation results this way:

 - Add the new reference material to the project (» **“Reference material” project setting**, page 101).
 - In the **Import project** window, in the **Options for repeating the import** section, select **Pretranslation options**.

Select one of the following options:

 - **Discard for all segments and repeat:** All segments are pretranslated newly. Already existing translations are overwritten.
 - **Repeat for untranslated segments:** Segments that have not been translated yet are pretranslated newly. Already existing translations remain unchanged.
 - **Update for all segments:** Already existing translations for which there is no new pretranslation remain unchanged. All other segments are pretranslated newly. Already existing translations are overwritten if there is a new pretranslation.

Transit can use the already translated files of the project as reference material. Transit displays a corresponding message.

 - Click **Yes** if you want to also use the files of the current project as reference material.
 - Click **No** if you want to use only the reference material that you have selected in the project settings (» **“Reference material” project setting**, page 101).
- You add an additional target language to the project at a later stage.

In this case, you import only the additional target language:

 - Add the additional target language to the project (» **“Languages” project settings**, page 85).
 - In the **Import project** window, select the additional target from the **Project target languages** list.

- You want to pretranslate an unpacked project with your own reference material.
When you receive an unpacked project (» [Unpacking a project](#), page 126), it is normally already pretranslated by the project manager. However, it may be useful to expand the pretranslation with your own reference material.
In this case, you repeat the pretranslation of the existing project files only for the segments that have not yet been translated. This allows you to achieve additional pretranslations without changing the existing pretranslations of the project manager.
 - Add your own reference material to the project (» [“Reference material” project setting](#), page 101).
 - In the **Import project** window, in the **Options for repeating the import** section, select **Pretranslation options**.
 - Select the **Repeat for untranslated segments** option.

Check abbreviations interactively

In the case of segmentation by sentence, a segment marker is set after a dot marking the end of a sentence. However, a dot can also be placed after an abbreviation that is not to be segmented by. Abbreviation lists are used to distinguish whether a string is an abbreviation (without subsequent segmentation) or a “normal” word (with subsequent segmentation).

Most of the strings are already recorded in abbreviation lists. Therefore, in this step you will only be shown new strings that still need to be checked.

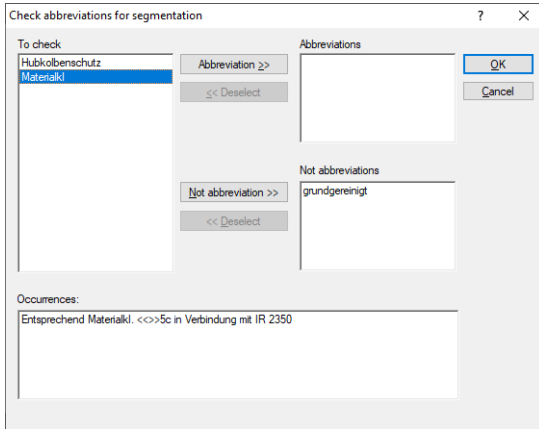


“Check abbreviations for segmentation during import” option

In order for Transit to display new strings for checking, the **Check abbreviations for segmentation during import** option must be selected in the project settings (» [“Segmentation” project settings](#), page 104).

How do add strings to the abbreviation list?

1. Transit displays the following window if it finds unknown strings during the import (» [step 9](#), page 63).

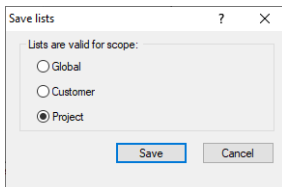


In the **Occurrences** section at the bottom, you can see the string context and where a segment marker would be set (represented by <>>).

2. Specify which strings are abbreviations and which are not:
 - In the **To check** list, select the strings which are abbreviations and click **Abbreviation**.
Transit moves the strings to the **Abbreviations** list.
 - In the **To check** list, select the strings which are not abbreviations and click **Not abbreviation**.
Transit moves the strings to the **Not abbreviations** list.
 - If you have assigned a string incorrectly, select it in the **Abbreviations** or **Not abbreviations** list and click **Deselect**.
Transit moves the strings back to the **To check** list.

Once you have moved all the strings into the correct lists, click **OK**.

Transit displays the following window:



3. Specify the scope for which the lists are valid (» [Scopes in Transit](#), page 28).

Click **Save** to confirm your choice.

Transit closes the window and continues the import (» [step 9](#), page 63).



Checking and correct existing abbreviation lists

You can check abbreviations lists already created, change abbreviations or delete entries (» [Transit/TermStar Reference Guide](#)).

Creating files for the PDF viewer

In the PDF viewer you can display a PDF file – created from the respective original file – that is synchronised with the display of the language pair in the Transit editor.

You create the files required for the PDF viewer as follows:

- For Word, PowerPoint and Visio files:

We recommend to create the files during import using the **Create files for PDF viewer** option (» [step 4](#), page 62).

Otherwise, synchronisation with the Transit editor may not work.

Tip: In the project settings you can specify whether this option shall be automatically selected (» ["File type" project settings](#), page 95, **Create files for PDF viewer during import** option).

- For FrameMaker, InDesign or QuarkXPress files:

In the respective DTP application.

For the three DTP applications there are plug-ins available which you can use to convert the layout files into the required exchange formats and into the PDF format. For information on the plug-ins refer to the following documents:

- FrameMaker: » [FMGate – Installation & Usage](#)
- InDesign: » [InDesign Gate – Installation & Usage](#)
- QuarkXPress: » [XGate – Installation & Usage](#)

You can find the plug-ins on our website in the section » [Downloads | Transit & TermStar | Accessories](#).



PDFs for PDF viewer: Same folder and filenames as language pairs

For Transit to be able to display the PDF files for your translation project, they must be saved in the same folder (working folder or subfolder) as the language pairs.

To display the contents of the working folder, click **Open** in the "Folders / filenames" project settings (» ["Folders / filenames" project settings](#), page 87). This opens the working folder in the Windows file explorer, with which you can copy the PDF files into the working folder.

In addition, the language pair and PDF file must have the same name (except filename extension).

Example: For the language pair `ch_06_translation.deu / ch_06_translation.eng`, the PDF file must be named `ch_06_translation.pdf`.

Exporting files

Overview Once you have imported files into Transit and translated them (» [Translating in Transit](#), page 140), you must export them again so Transit can restore the files to the format of the source files (» [How does Transit export files?](#), page 68).

For information on performing an export, please refer to » [Performing an export](#), page 69.

You can specify whether you wish to export all the files in all the project languages immediately, or only individual files in selected languages only. In this way, you can export completed translations before the entire project is finalised for large, multi-language projects.

How does Transit export files? Transit carries out the following steps during the export phase (see also » [Translation projects in Transit](#), page 24):

- **Remove segment markers**

Transit deletes the segment markers so that the text appears in paragraphs as in the source file.
- **Conversion**

For file types that do not use Unicode encoding, Transit carries out a conversion (» [How does Transit import files?](#), page 60).

In this case, Transit converts the characters back into the original encoding during the export operation. In this way, you receive translated files in their original format that use the original encoding.
- **Merge text and formatting information**

Transit merges the formatting information from the COD file with the translated text.
- **If necessary, change the language setting**

In some applications (e.g. Word or FrameMaker), the language for the text can be defined. The application takes this setting into account when performing hyphenation or spellchecking, for example.

For file types from these applications, Transit automatically defines the language as the target language specified in the project.
- **If necessary, adapt the font**

If you are translating a document, you may have to use different fonts in the target language document than those used in the source language document (e.g. when translating from English to Japanese). Transit takes over this task and carries out font mapping automatically during the export phase (» [Font mapping](#), page 96).
- **If necessary, adjust target language file names**

In the project settings, you can specify that Transit appends the language codes to the target language file names during export. In addition, you can specify whether a corresponding language code should be replaced in the source language file name

(» ["Folders / filenames" project settings](#), page 87).



Checking files prior to export

To guarantee the top quality of your translation, we recommend that the following functions are used prior to export:

- Spellcheck (» [page 250](#))
- Format check (» [page 266](#))
- Checking markups (» [page 260](#))
- Proofreading internal repetitions (» [page 289](#))
- Proofreading mode (» [page 285](#))

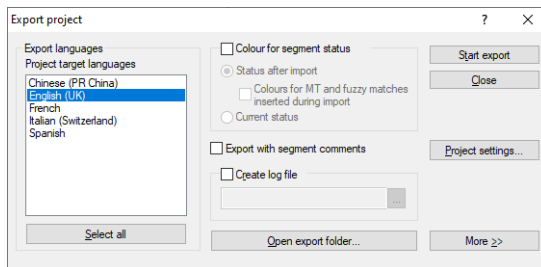
Further possibilities for quality assurance are available in » [Quality assurance](#), page 248.

Performing an export Once you have translated your language pairs, you can export the translated files.

How do I carry out an export?

1. Select **Project | Processing | Export**.

Transit displays the following window:



2. Select the languages you wish to export:
 - If you want to export all languages, click **Select all**.
 - If you want to export selected languages only, select the language or languages required.

Languages which you are not exporting now can be exported at a later stage.
3. If you want to indicate the segment status by different text colours in the exported documents, select **Colour for segment status** (supported for many file types except plain text formats such as XML, RTF, SGML or TXT).

This allows you to display which segments have been pretranslated or edited and checked.

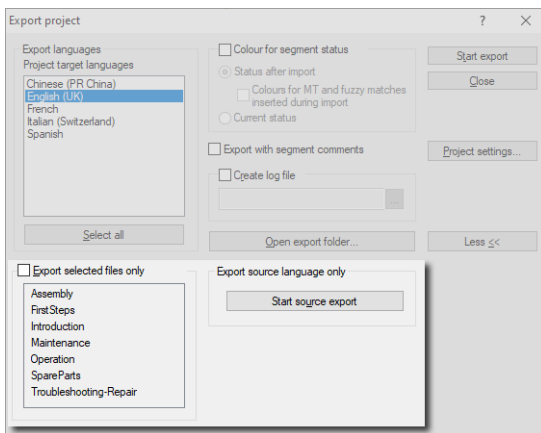
- Select **Status after import** to indicate the statuses the segments had after import (e.g. `Not translated` or `Check pretranslation`). This option reflects the import result and is particularly suited to proofreading or post-editing.

Additionally select **Colours for MT and fuzzy matches inserted during import** if you want to use special colours for segments for which machine translations or fuzzy matches were inserted during import (» [“Machine translation” project settings](#), page 117 and » [Pretranslation details](#), page 112).

- Select **Current status** to indicate the current segment status. This option reflects the current project progress and can (for example) show which segments have already been spellchecked (with status `spellchecked`).

You can specify the export font colours for different segment statuses in the **Colours and fonts** user preferences as `Export fonts: ...` (» [User preferences for colours and display fonts](#), page 352).

- To export segment comments as well, select **Export with segment comments** (supported for Office formats, InDesign as well as HTML, XML and SGML).
The Transit comments will then be inserted into the exported document (e.g. as Word comments).
- If you want Transit to create a log file concerning the export, select **Create log file**.
 - If you want to save the log file in the working folder, enter the name for the file in the field.
 - If you want to save the log file to another location, click `...` and enter the folder and filename for the log file.
- Click **Project settings** if you want to change or check the project settings (» [Project settings](#), page 83).
Click **OK** to close the **Project settings** window and return to the **Export project** window.
- If you do export selected project files only, select **More**.



Extended **Export project** window

- Select **Export selected files only**.

Then select the files you wish to export.

Files which you are not exporting now can be exported at a later stage

If you may reduce the window size by clicking **Less**. However, these settings still apply to the export.

8. Click **Start export**.

- If you have already exported, the new export would overwrite existing files.

In this case, Transit displays a corresponding message for each file. You have the following options:

- **Yes:** Transit overwrites the existing file with the new export.
- **Yes for all:** Transit overwrites all existing files with the new export.
- **No:** Transit skips the file, leaves it unchanged and continues with the export of the next file.
- **Cancel:** Transit cancels the export. The existing files remain unchanged.
- Once Transit has finished the export, you can view basic export statistics. However, we recommend using the Report Manager to perform an analysis of the project (» [Analysing projects with the Report Manager](#), page 311).

If you want to display the export statistics, click **Details**.

If you want to save the export statistics, click **Save** and enter the folder and filename for the statistics.

Close the **Export progress** window by clicking **OK**.

9. If you do not want to carry out another export, you can close the **Export project** window by clicking **Close**.

Transit has exported the files in their source format. The exported files have been saved to the export folders you specified in the project settings (» ["Folders/filenames" project settings](#), page 87).

You can open the export folder directly from Transit. To do this, click **Open export folder** in the **Export project** window.



Checking the layout of exported files after export

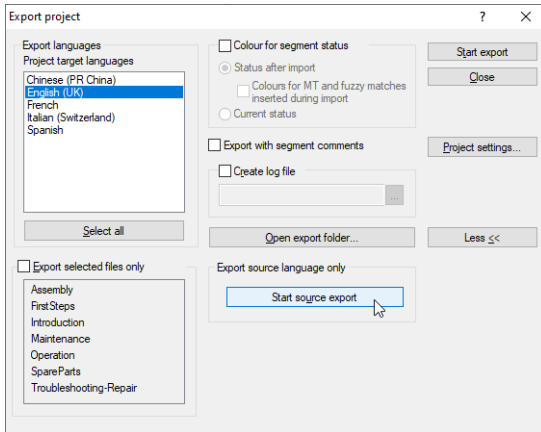
During the export process, Transit creates new files in the original format, with the translated text in the formatting found in the source language. Layout, cross-references, referenced graphics and other components remain completely intact. Because translated text has a different length, we recommend that you carefully check the layout of the new files.

Exporting the source language

In Transit, you can export not only the target languages but also the source language. This allows you, for example, to restore the source file if it lost or to create an optimised source file after you have corrected source language typos with Transit (» [Deactivating write protection for the source language](#), page 221).

How do I export the source language?

1. Select **Project | Processing | Export**.
2. In the **Export project** window, click **More**.



Extended **Export project** window

3. Click **Start source export**.

Transit exports the source language documents directly into the export folder.



No additional suffix when exporting the source language

In the project settings, you can specify that Transit appends the language codes to the target language file names during export (» [“Folders / filenames” project settings](#), page 87).

These settings do not apply to source language files: If you export the source language, Transit uses the unchanged original filenames. The exported source language files have the same names after export as before import.

Working with translation extracts

Overview During import, Transit generates language files which contain the entire text, including the segments Transit has already pretranslated automatically during the import process.

However, Transit can also create a translation extract which only contains the segments which Transit did not automatically pretranslate.

This reduces the size of the language files considerably and means they are quicker to transfer, (e.g. by e-mail). However, the context of the segments is lost. For this reason, translation extracts are suitable for texts whose segments can be translated without context.

In addition, you can specify that only those segments which occur multiple times in the text, and which are not pretranslated (*'internal repetitions'*) should be saved as a translation extract. This includes identical segments which occur multiple times in parts lists or tables, for example. These generally do not have a sentence context and can therefore be translated without context.

If you want to use a translation extract for your project, proceed as follows:

- During the import process, Transit creates the translation extract in addition to the language files. The translation extract either contains all the segments to be translated or just those which occur multiple times (» [Creating a translation extract](#), page 74).
- If necessary, pack the translation extract for a translator (» [Exchanging projects](#), page 120).
- The translator opens the translation extract like a language pair and translates it.
- Where applicable, unpack the translated extract from the translator (» [Exchanging projects](#), page 120).
- You tell Transit to merge the translation extract (» [Merging the translation extract after translation](#), page 75).



Merging considers minimum segment status for pretranslation

If you have selected a **Min. segment status** for pretranslation higher than Translated in the project settings (» ["Pretranslation" project settings](#), page 109), Transit expects that the translation extract will also be delivered with this higher segment status (e.g. Checked 1).

Segments with a status too low in the translation extract are therefore not merged (in the example, segments with a status lower than Checked 1 such as Translated or Spellchecked). Transit displays a corresponding message.

If you want to merge these segments anyway, reduce the **Min. segment status** for pretranslation accordingly (e.g. to Translated) before merging the translation extract.

The remaining steps depend on how you created the translation extract:

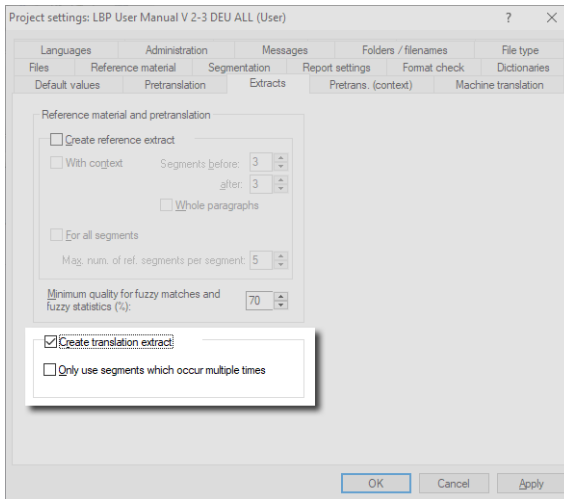
- If you created a translation extract containing all the segments to be translated, then all the segments are translated after merging the extract. You can export the files.
- If you created a translation extract based only on segments which occur multiple times, the segments which only occur once are not yet translated. These are generally segments which must be translated in context. The remaining segments should be translated, and then you can export the files.

Creating a translation extract

To create a translation extract, you only have to configure the appropriate project settings and import the files into the project.

- “Extracts” project settings

Select the **Create translation extract** option under **Project | Administration | Settings, Extracts** tab:



Translation extract settings in the **Project settings** window, **Extracts** tab

If you only want Transit to save those segments which occur multiple times in the text as a translation extract, select **Only use segments which occur multiple times** in addition (» **“Pretranslation” project settings**, page 109).

- Import files

You do not have to select any particular setting for Transit to create a translation extract during the import process. It is created automatically, provided that the option has been selected in the project settings.

During the import process, Transit creates an extra language pair in addition to the 'normal' language pairs for the imported files.

Transit uses the working name `Translation extract` for this additional language pair. For example, when you open the language pairs in the project Transit displays the translation extract using this name.

Merging the translation extract after translation Once the translation extract has been translated, you must tell Transit to merge it back into the project. In order to merge the extract, it must be located in the working folder.

How does Transit merge the translation extract into your project?

1. Close all open language pairs.
2. Select **Project | Processing | Merge extract**.
 - If any language pairs are still open, Transit displays a corresponding message. Close all open language pairs and start the merging again.
 - If a pretranslation minimum status higher than `Translated` is set in the project settings, Transit displays a corresponding message.

If you want to merge segments with a lower status anyway, adjust the minimum status accordingly and start the merging again (» [Merging considers minimum segment status for pretranslation](#), page 73).

Once Transit has merged the extract, it displays the following message:

Completed successfully.

3. Click **Details** if you want to view the merge statistics.

Transit displays the **Details** window with statistics on the merge.

 - Click **Save** if you wish to save these statistics.

In the **Save log as** window, enter the folder and filename for the log file. Click **Save** to confirm the information specified.

Close the **Details** window by clicking **OK**.
4. Close the **Merge translation extract** window by clicking **OK**.

Transit has merged the extract into your project.

If you created a translation extract containing all the segments to be translated, then all the segments are translated after merging the extract. You can export the files (» [Exporting files](#), page 68).

If you created a translation extract based only on segments which occur multiple times, then the segments which only occur once are yet to be translated. These are generally segments which must be translated in context (» [Translating in Transit](#), page 140).

Storing language pairs as reference material

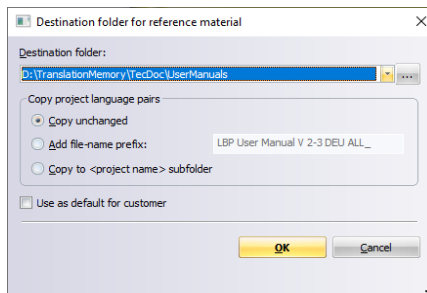
Transit helps you to store the language pairs of a finished project as reference material in a structured way.

You can specify how the language pairs should be copied to the selected reference folder and simply resolve any naming conflicts.

How do I store the language pairs of a project as reference material?

1. Open the desired project in case it is not opened yet.
2. Select **Reference material | Copy current project to reference folder** from the resource bar.

Transit displays the following window:



3. Specify the reference folder into which Transit should copy the language pairs.

When you open the selection list, the following folders will be offered:

- all folders specified as reference folders in the project
- all folders from which files have been specified as reference material in the project

Via the ... button to the right of the selection list, you can select any folder in the file system or create a new folder

4. In the **Copy project language pairs** section, specify how the language pairs are to be copied to the reference folder:
 - **Copy unchanged:** Transit copies the language files as they are.
 - **Add file-name prefix:** Transit adds the string from the input field as a prefix to the language file names.
As default displays the project name plus an underscore. However, the prefix can be changed as desired.
 - **Copy to <project name> subfolder:** Transit creates in the reference folder a subfolder with the name of the project and copies the language files in there.

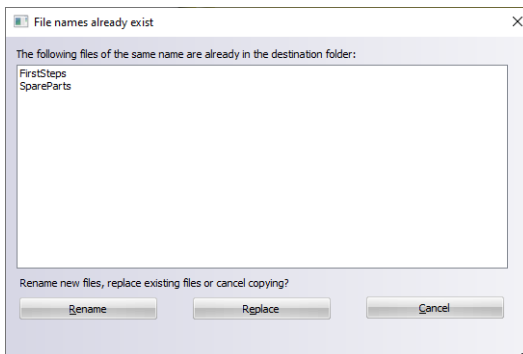
If language pairs are stored in subfolders, the subfolder structure is retained during copying.

5. Specify whether the reference folder and the option in the **Copy project language pairs** section you have selected for this project should in the future be preselected for all projects,
 - for which the same customer has been specified in the project settings (**Use as default for customer** option).
 - that have the same user scope and no customer specified (**Use as default for user** option)
 - that also have the Global scope and no customer specified (**Use as default** option)

Confirm the settings selected by clicking **OK**.

If no naming conflicts occur, Transit copies the language files as specified.

If naming conflicts occur, Transit displays the following window:

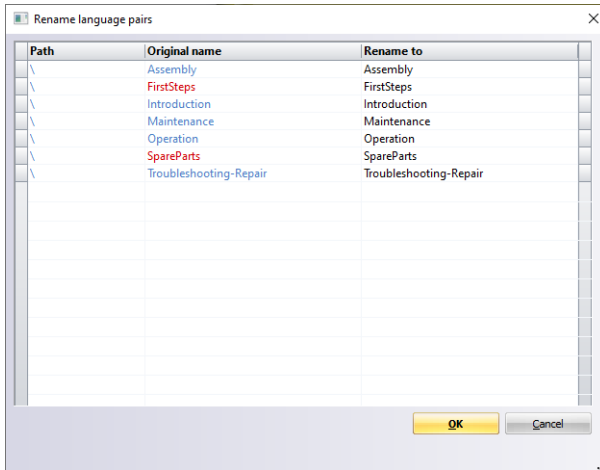


In this case language files having the same name already exist in the reference folder.

Select whether you want to overwrite the existing language files or rename the new language files.

- Click **Replace** to overwrite the existing language files with the new ones.
- Click **Rename** to rename the new language files and therefore retain the old reference files.

Transit displays the following window:



- **Path** column: Transit displays the relative original path if files from subfolders have been imported into the project.
- **Original name** column: Transit displays the original names of the new language pairs.

Names for which a conflict occurs are displayed in red.

- **Rename to** column: Transit gives you the option to change the original names in order to resolve naming conflicts.
- Click **OK** to finish this process and to copy the new language files into the reference folder.

Extracting terminology from language pairs

What you should know here With Transit, you can extract terminology suggestions from the source language text of the language pairs of a project. Terminology already existing in the project dictionaries will not be displayed again.

For each displayed suggestion, you can specify whether it is a common term or specialist terminology. If you extract a suggestion as specialist terminology, you can additionally select context examples from the current language pair. These are then automatically transferred to the context language entry field.

You can import the specialist terminology into a new or an existing TermStar dictionary.

Common terms list When saving the common terms, you can select to which scope they should apply (» [Scopes in Transit](#), page 28).

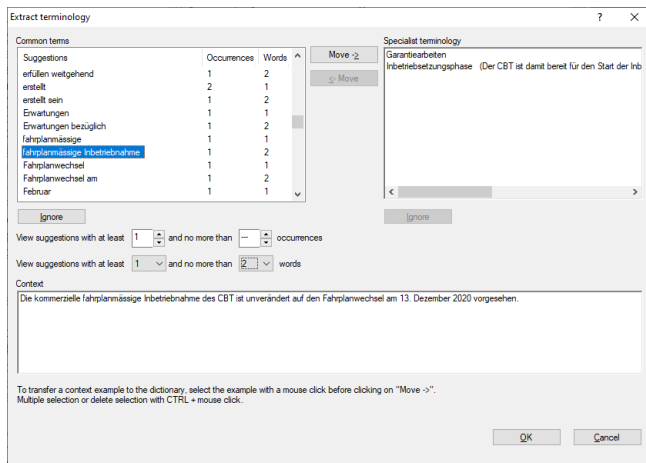
In other terminology extraction for projects with the same source language, the saved common terms are not displayed anymore – depending on the selected scope.

Transit saves the common terms for each language in a separate list.

Performing a terminology extraction **How do I extract terminology from a language pair?**

1. Open the language pair from which you want to extract terminology.
2. Select **Terminology | Creation | Extract**.

Transit displays the following window:



Moving suggestions in the **Extract terminology** window

At first, Transit displays all terms in the **Common terms** list.

- The **Occurrence** and **Words** columns show how often the suggestion occurs in the language pair and how many words it consists of.
- The **Context** field shows the segments in which the selected suggestion occurs.

Using the **View suggestions with ...** settings, you can reduce the number of suggestions displayed:

- **at least ... and no more than ... occurrences:** This allows you to specify how often the suggestion must occur in the language file. The maximum number is optional.
- **at least ... and no more than ... words:** This allows you to specify the number of words a suggestion must consist of (multiple-word terms).

3. Decide for each suggestion if it should be added to the dictionary:

- Mark the suggestion in the **Common terms** list.
- If you want to edit the marked suggestion, click it again.
- If you want to add a context example for the marked suggestion to the dictionary, click the example in the **Context** area. To transfer several context examples, click while holding down the CTRL key.
- Click **Move ->**.

Transit displays the suggestion in the **Specialist terminology** list. If you have selected a context example, its beginning is shown in brackets.

- If you have selected a suggestion as a specialist terminology by mistake, select it in the **Specialist terminology** list and click **<- Move**.

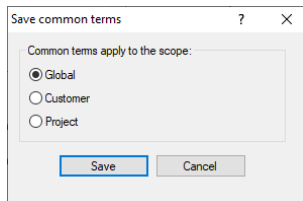
Transit displays the suggestion again in the **Common terms** list.

- If you cannot decide on a suggestion, mark it and click **Ignore**.

Transit removes the suggestion from the list.

Once you have moved all relevant suggestions to the **Specialist terminology** list, click **OK**.

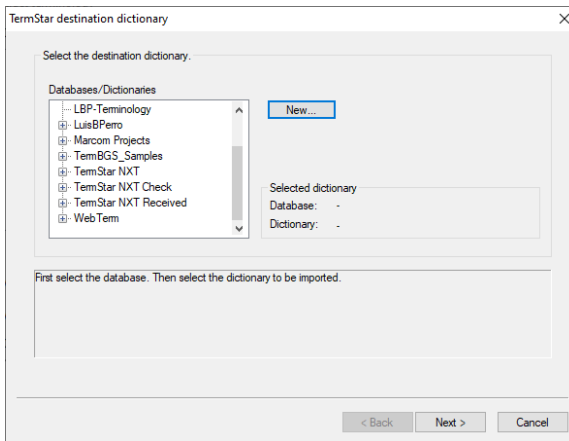
Transit displays the following window:



4. Specify to which scope the common terms apply and confirm your choice by clicking **Save** (» [Common terms list](#), page 79).

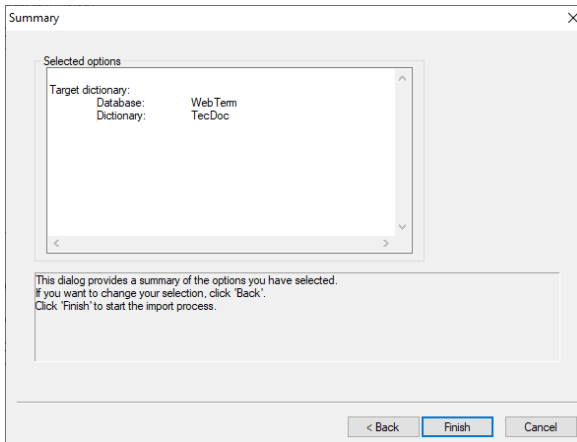
If you do not want Transit to save the common terms, click **Cancel**.

Transit displays the following window:



5. Specify the database and the dictionary for the extracted specialist terminology:
 - Select the target dictionary in the desired database and confirm your selection with **Next**.
 - If you want to import the specialist terminology into a new dictionary, click **New** first and create the new dictionary.

Transit displays the summary:



6. Click **Finish**.

- If you selected an existing target dictionary, Transit appends new data records containing the extracted specialist terminology.
- If you have selected a new target dictionary, Transit creates a new dictionary containing the extracted specialist terminology.

Once Transit has imported all data records, it displays the following message:

Completed successfully.

Confirm the message with **OK** to conclude the import of the extracted specialist terminology.

What you can do now You can edit the dictionary entries of the imported source language terms in TermStar. For example, you can enter the target language terms, edit the examples in the **Context language entry** field and add more information in the dictionary entries (» [TermStar User Guide](#)).

4 Project settings

Overview The project settings allow you to specify how Transit will import files and later export them. This includes settings for language, pretranslation and segmentation and also information on reference material, file type, dictionaries, etc.

When creating a new project, you specify the project settings using the wizard. Apart from the administrative information, these settings can be changed at a later stage.

To change the project settings, you need to open the project (» [Opening a project](#), page 55). For information on how to change the project settings, please refer to » [Changing the project settings](#), page 57. After changing the settings, save the project so that the changes are not lost (» [Saving a project](#), page 57).

	Meaning
"Languages" project settings (» page 85)	The source and target languages for your project.
"Administration" project settings (» page 86)	Administrative information on your translation project.
"Folders / filenames" project settings (» page 87)	<ul style="list-style-type: none"> ● The working folder in which Transit saves the project files. ● The export folders, into which Transit exports files. ● Language codes that Transit may append to target language file names during export.
"Files" project settings (» page 91)	The files you want to import and translate in Transit.
"File type" project settings (» page 95)	The format of the files you want to import and translate in Transit.
"Report settings" project settings (» page 98)	Settings for the Report Manager for analysing and invoicing your translation project.
"Format check" project setting (» page 100)	Options for verifying the consistency of formatting information, the representation of numbers and for detecting missing or redundant spaces and checking particular text strings.
"Reference material" project setting (» page 101)	The files which should be used as reference material. Transit searches through the reference material for existing translations of your new source language text.
"Segmentation" project settings (» page 104)	Options for splitting the text into individual sections (segments).

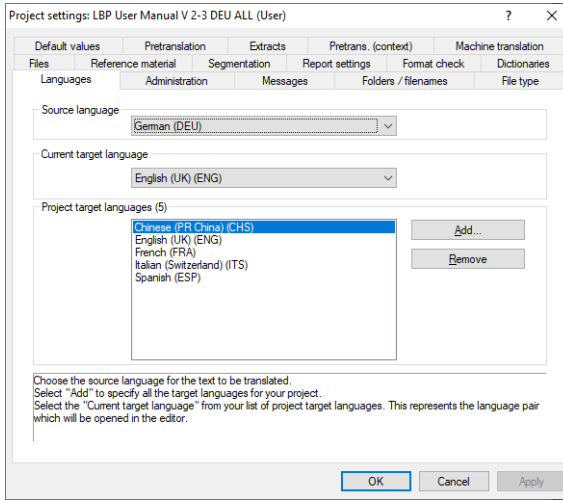
Overview of the project settings

	Meaning
"Dictionaries" project settings (» page 106)	The dictionaries Transit should use for the project.
"Default values" project settings (» page 107)	Default values for dictionary entries made while working on the project.
"Pretranslation" project settings (» page 109)	Settings for pretranslation and fuzzy matches from the reference material.
"Extracts" project settings (» page 115)	Options for the creation of reference and translation extracts.
"Machine translation" project settings (» page 117)	Options for generating translation suggestions during import using machine translation.
"Messages" project settings (» page 119)	Messages that are displayed for different project processing steps
"Pretrans. (context)" project settings	The context-based pretranslation is an optional function. If you wish to use this function and have it activated, please contact the STAR Group (» Contact , page 2).

Overview of the project settings (cont.)

“Languages” project settings

On the **Languages** tab, you specify the languages for the project:



You can specify the following:

- **Source language**
The source language is the language in which the files to be translated are written.
- **Current target language**
The current target language is the language into which you currently want to translate the files.
You can choose from the languages specified as project target languages. You may first have to add the desired language in the **Project target languages** section.
- **Project target languages**
You can use one project to manage translations in as many languages as you wish. For the **Project target languages**, you should specify all the languages into which the files of the project will be translated.

“Administration” project settings

On the **Administration** tab, you specify information for the project which makes managing the project easier:

Project settings: LBP User Manual V 2-3 DEU ALL (User) ? X

Files	Reference material	Segmentation	Report settings	Format check	Dictionaries
Default values	Pretranslation	Extracts	Pretrans. (context)	Machine translation	
Languages	Administration	Messages	Folders / filenames	File type	

Project information

Name: LBP User Manual V 2-3 DEU ALL

Scope: User

User: Luis B. Perro

Customer: Luigi Canini

Project comment

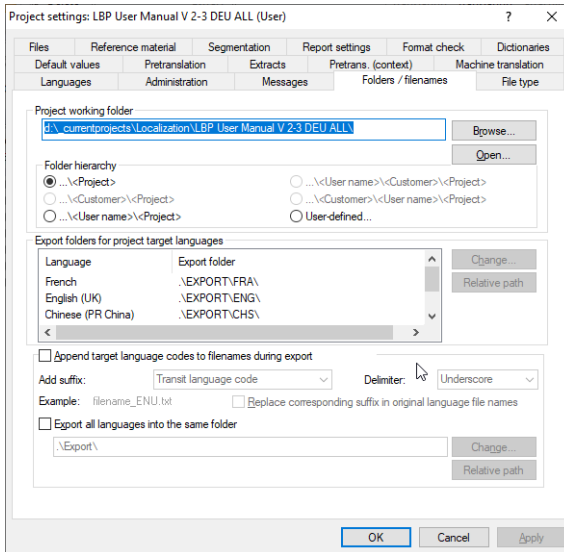
Project status

Enter a project name and select the scope under which it will be listed for organisational purposes. This information is used to identify the project and cannot therefore be altered later on. If you would like to store the project under a specific customer, select an existing customer or create a new one. If necessary, you can enter information about the project and its current status.

Information contained in the **Project comment** and **Project status** fields can be modified at a later stage. None of the other settings in this tab can be changed, as Transit uses these to identify the project and the associated files.

"Folders / filenames" project settings

On the **Folders / filenames** tab, you specify the working folder and the export folders of the project. You can also specify whether Transit appends language codes to the target language file names:



You can specify the following:

- **Project working folder**

Transit saves the following project files in the working folder:

- Transit language pairs
- Project-related files and settings that you have saved in Project scope.
- Export subfolder with exported files (if no other export folders have been defined, » **Export folders**, page 88).

To display the contents of the working folder, click **Open**. This opens the working folder in the Windows file explorer, with which you can copy files into the folder or copy them from the folder to another location.

- **Folder hierarchy**

In order for Transit to create the working folder according to uniform rules, you can select a folder hierarchy.

Example:

- You want to arrange the working folders for your translation projects by client and within a client by projects.

- To do this, you select the ...**<Customer>****<Project>** folder hierarchy.
- For the customer *STAR AG* and project *NXT_User_Manual*, Transit will then use the `projects\STAR AG\NXT_User_Manual` folder.

If Transit shall always use the same storage hierarchy, you can set a default folder hierarchy in the user preferences. The default folder hierarchy will then be preselected when you create a project (» [User preferences for working folders \(scope and folder hierarchy\)](#), page 363).

● **Export folders**

When you export a project for the first time, Transit creates the `Export` subfolder in the working folder and subfolders for each target language. The exported files are saved in these folders.

However, you can specify other export folders for each target language – even outside the working folder (» [How do I change an export folder?](#), page 89).

● **Append target language codes to filenames**

By default, Transit leaves the filenames unchanged, i.e. the exported files are named the same as the imported files.

However, you can specify that Transit appends one of the following language codes to the target language file names when exporting:

- Transit language code (e.g. `DEU` or `ENG`)
- ISO language code (e.g. `de` or `en`)
- ISO language and country code (e.g. `de-de`, `de-ch`, `en-gb`, or `en-us`).

You can also specify the delimiter to be used to separate the language code from the filename (underscore, minus, full stop, space, or no delimiter).

In addition, you can determine whether a corresponding language code should be replaced in the source language file name.

Example: You translate the file `ViaJacobi-mit-Hund-de.docx` from German to English.

- English file without appended language code:
`ViaJacobi-mit-Hund-de.docx`
- English file with appended minus separator and ISO language code:
`Via-Jacobi-mit-Hund-de-en.docx`
- English file with minus separator, ISO language code, and replacement:
`Via-Jacobi-mit-Hund-en.docx`

The settings only apply to the export of target language files. If you export the source language (» [Exporting the source language](#), page 72), Transit uses the unchanged original filenames.

● **Exporting all languages into the same folder**

By default, the files for each target language are saved in a separate subfolder.

However, if target language codes are appended to filenames, you can specify that the files of all target languages are exported into the same folder.



No special folder required for reference material and the files to be translated

You can keep the reference material and the files you want to import into Transit in their original locations. It is not necessary to copy them to the project folder. For this reason, Transit does not create folders for the reference material and the files to be imported.

How do I change the working folder?

1. If you do not want to use the suggested working folder, you have the following options:
 - Click **Browse** in the **Project working folder** area to select any folder in your file system.
 - In the **Folder hierarchy** area, select an option so that Transit creates the working folder according to the selected folder hierarchy (» **Folder hierarchy**, page 87).

Transit creates the working folder in the selected storage hierarchy.

How do I change an export folder?

1. In the **Export folders for project target languages** table, select the language whose export folder you want to change.
2. Click **Relative path** to switch between displaying the relative and absolute path.
 - **Absolute path:** Transit displays the full path, including the drive and entire folder hierarchy.
 - **Relative path:** Transit displays the path relative to the current working folder. In this display, one dot stands for the current folder while two dots stand for up one level in the folder hierarchy, i.e. one level above the working folder.
3. To change the export folder of the selected language, click **Browse**.
Transit displays the **Export folder** window.
Click **Browse**, select the desired folder and confirm your selection with **Open**.
4. In the **Export folder** window, confirm the folder with **OK**.

Transit exports the files to the selected folders.

How does Transit add target language codes during export?

1. Select **Append target language codes to filenames during export**.
 - In the **Append suffix** list, select the form in which the language code is to be appended.
 - In the **Delimiter** list, select the delimiter to be inserted before the language code.
2. If Transit shall replace the corresponding language code in the source language file name, select **Replace corresponding suffix in original filename**.

Transit adds or replaces the filenames when exporting target language files.

How does Transit export all target language files to one folder?

1. Select **Export all languages to the same folder**.

This option is only available if language codes are appended to filenames. Otherwise, the files would overwrite each other in multilingual projects.

Transit suggests the Export subfolder in the working folder.

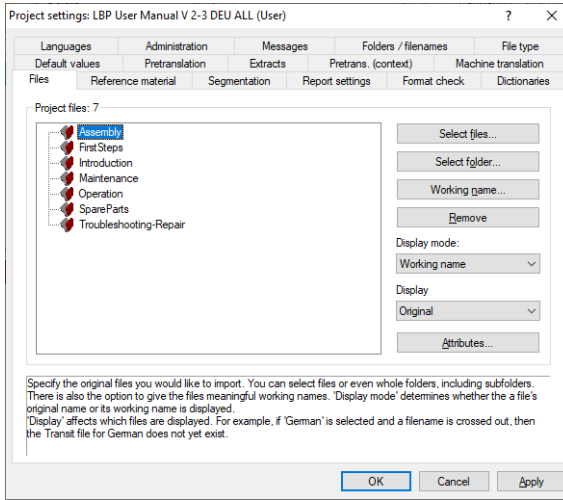
2. Click **Relative path** to switch between displaying the relative and absolute path.
 - **Absolute path:** Transit displays the full path, including the drive and entire folder hierarchy.
 - **Relative path:** Transit displays the path relative to the current working folder. In this display, one dot stands for the current folder while two dots stand for up one level in the folder hierarchy, i.e. one level above the working folder.
3. To change the export folder for all languages, click **Browse**.

Select the desired folder and confirm your selection with **Open**.

Transit exports all files in the selected export folder.

“Files” project settings

On the **Files** tab, you specify the files which you want to translate:



In the **Project files** list, icons indicate whether the original files or language files exist (➤ [Display](#), page 92).

You can specify the following:

- **Project files**

In the **Project files** section Transit displays the files which you have selected for the project.

You have the following options:

- Add individual files to your project.
- Add all files in a folder to your project.
(if required, it is also possible to include all the files from subfolders).
- Remove individual files from the project.

- **Working name**

Files sometimes have meaningless filenames – e.g. files from databases with names consisting of just a string of letters and numbers. Transit allows you to assign files a '*working name*'. This working name can then be displayed in the **Project files** section instead of the original name, enabling you to better find your bearings. Of course, Transit uses the original name internally and during the export process, which means the exported files have the same name as the original files.

- **Display mode**

This allows you to define how Transit should display the filenames in the **Project files** section:

- **Working name:** Transit displays the working name.
- **Original name:** Transit displays the path and original name of the file.

- **Display**

In the **Project files** list, icons indicate whether the original files or language files exist.

With the selection under **Display** you specify which files the symbol refers to:

- **original:** The icon indicates whether the original files of the source language (still) exist.
- **Name of a target language:** The icon indicates whether the target language files have been created by import.



Meaning for Original display	Meaning for display of a target language
The original file exists. You can repeat the import of this file if necessary (» Repeating the import , page 64).	The file was imported for the selected target language. You can open and translate the language pair.
The original language file is not available (e.g. because you have received the project without original files or the original file was subsequently moved/deleted in the file system). You cannot repeat the import of this file.	The import for the selected target language has not yet been carried out (e.g. because you have added the file or the target language subsequently). To be able to open the language pair of the selected target language, you must reimport the file for this target language (» Repeating the import , page 64).

- **Attributes**

Here you can specify specific attribute values for the project files.

By doing so, you provide the project files with additional information that you can use later on – for importing them into a TM Container and exporting them as TMX files (» [Document “Transit: Managing and using TM Containers”](#)).

How do I add individual files?

1. If you want to add individual files, click **Select files** in the **Project files** section.
Transit displays the **Select source files** window.
2. Select the file you want to import into Transit.
3. Confirm your selection by clicking **Open**.

Transit adds the files to the project and displays them in the **Project files** section.

How do I add all the files in a folder?

1. If you want to add all the files in a folder, click **Select folder** in the **Project files** section.
Transit displays the **Select folder with source files** window.
2. Select the folder containing the files you wish to import.
Transit adds all the files in the folder which correspond to the selection in the **Files of type** list.
 - To add all files in a folder to the project, select **All files (*.*)** from the **Files of type** list.
The files are usually of the type you selected in the project settings (» **"File type" project settings**, page 95), meaning that no change is required here. Only in exceptional cases will it be necessary to change the selection in the **Files of type** list for Transit to properly import the files.
 - Select **Include subfolders** if you also want to add the files in any subfolders to the project.
Transit copies over the folder structure and all the files with the desired file type. During the export process, Transit generates the same folder structure in the export folder, which means you can work with complex hierarchies without any extra inconvenience.
3. Confirm your selection by clicking **Open**.
Transit adds the files in the folder to the project and displays them in the **Project files** section.

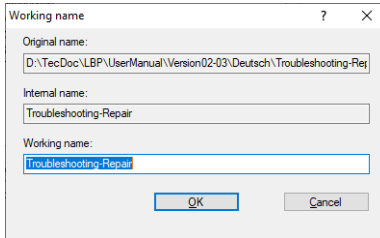
How do I remove files from the project?

1. If you want to remove a file, select it in the **Project files** section.
2. Click **Remove**.
Transit removes the file from the project and no longer displays it in the **Project files** section. The file itself is not altered – Transit merely no longer uses the file for the project.

How do I create a working name for a file?

1. If you want to assign a working name to a file, select the file in the **Project files** section.
2. Click **Working name**.

Transit displays the following window:



- **Original name:** Path and name of the file.
 - **Internal name:** Name automatically assigned by Transit.
This can differ from the original filename if your project contains several files of the same name in different folders.
 - **Working name:** Name displayed by Transit.
As the default setting, Transit uses the internal name. However, you can use any working name you desire.
3. Enter the desired working name into the **Working name** field.
 4. Confirm your entry with **OK**.

Transit uses the working name entered for the file.

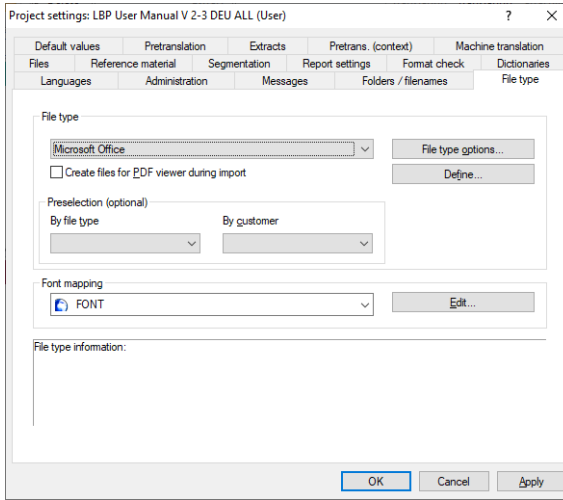


Display mode 'Working name'

For Transit to display the working name for the project files in the Project files field, you must have the `Working name` option selected from the Display mode list.

“File type” project settings

On the **File type** tab, you specify the file type you are importing into Transit:



You can specify the following:

- **File type**

The file type determines the filter, conversion process and segmentation that Transit will use during the import process. The filter separates the text and formatting information during import and then, once the text has been translated, merges the two back together during export.

A list of all the supported file types can be found in the » [Document “Transit: Tips & Tricks for All File Formats”](#).

- **Create files for PDF viewer during import**

With this you can specify whether the option to create PDF files for synchronised PDF display should be automatically selected for import (supported for Word, PowerPoint and Visio files).

This setting is a default. When starting the import, you can still decide whether Transit shall create PDF files or not (» [Performing an import](#), page 61).

- **File type options**

In the **File type options** window, you can specify which parts of your files should be imported for translation.



Changed file type options: Repeat import

If you have already imported the project and subsequently change the file type options, you must repeat the project import (» [Repeating the import](#), page 64). By this way, Transit creates new language pairs with the changed options.



Tips & tricks for all file formats

The settings that are available depend on the selected file type.

In » [Document “Transit: Tips & Tricks for All File Formats”](#) you will find details for all file types that you can import into Transit. There you will also find tips for each file type on what to consider before importing, during translation and after exporting.

- **Define**

It is possible to modify file-type definitions, in order to adapt them for highly specialised purposes. This requires expert knowledge.



MODIFYING FILE-TYPE DEFINITIONS?

Do not change the file-type definition yourself, but contact the STAR Group (» [Contact](#), page 2). Otherwise you may corrupt the existing file types, current projects, and future reference material.

- **Preselection (optional)**

The **by file type** dropdown list makes it possible to filter according to certain file types. The **by customer** dropdown list allows you to limit the search specifically to file types used by a particular customer.

- **Font mapping**

Font mapping is necessary when the desired target language cannot be represented using the font from the source language document. In such cases, you have the option of replacing the fonts from the original document by using font mappings for specific target languages. A font mapping contains a mapping table for each target language, which defines how the fonts in the original document should be replaced in the corresponding target language document.

In the **Font mapping** dropdown list, Transit offers a predefined font mapping. You can also create font mappings for all the other target languages in your project and you can create specific font mappings for particular projects or customers (» [Customising font mappings](#), page 396).

Standard character encodings In Transit, you can import and export files with character sets that use any given character encoding.
 Transit uses Unicode encoding internally, in which the characters from all languages are encoded. Transit can automatically interpret every character correctly if you import a file that uses Unicode.

In the case of files that use another form of standard encoding, Transit proceeds as follows:

- During import, Transit converts the characters to Unicode
- During export, Transit converts the characters back into the standard encoding.

In this way, you receive translated files in their original format that use the original encoding.

Transit converts the following forms of standard encoding:

- Standard Windows encoding
- Standard Macintosh encoding
- Standard ANSI encoding
- Standard ASCII encoding
- Encoding in accordance with ISO standard (ISO 8859-x)

If your files do not use a standard encoding, please refer to the following section.

Files without standard encoding If you do not know whether your files use a standard encoding type, you can check this as follows:

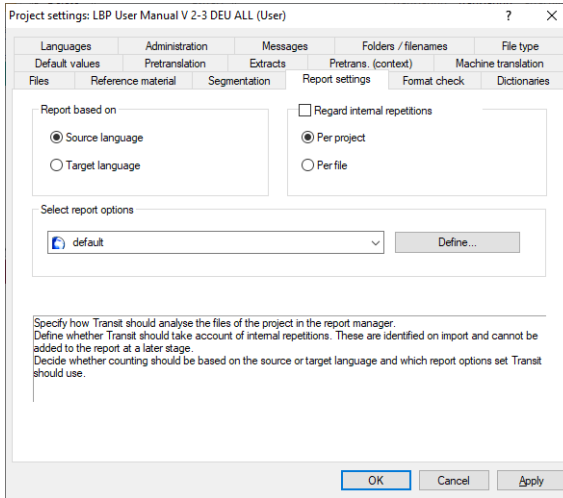
How do I check whether my files use a standard encoding?

1. Import your files into Transit.
2. Check the following points in Transit editor:
 - Are all characters in the source language and target language displayed correctly by Transit following import?
 - Is pretranslated text, if applicable, also displayed correctly by Transit?
3. Change some characters in the target language, e.g. special characters or characters which are particular to the target language.
4. Export the files.
5. Check whether the DTP or word processing application correctly displays the altered characters in the exported file.

If you find that characters are not displayed correctly, then the font does not use standard encoding. In such a case, you will need to assign a mapping table to the document that can correctly convert these non-standard characters, using the option **Font mapping** (» “File type” project settings, page 95).

“Report settings” project settings

On the **Report settings** tab, you specify the settings that the Report Manager uses to analyse the project:



You can specify the following:

- **Report based on**

Transit always calculates the status based on the target language as only target language segments change their status during translation.

However, you can specify how Transit should calculate the number of segments, words or characters. Here you can choose between **Source language** and **Target language**.

- **Regard internal repetitions**

If this option is selected, Transit counts identical, recurring segments. You can also specify on the Report settings tab how often an identical segment has to recur in a text before it is treated as an internal repetition (» [Specifying the weighting factors](#), page 391).

Select **Regard internal repetitions** if you want Transit to take account of internal repetitions. If you select this option, you can define whether the internal repetitions should be calculated based on the whole project or on each file.

- Select **Per project** if you need a single analysis of all the files in the project.
- Select **Per file** if you require a separate analysis of each individual file.

To enable Transit to correctly calculate the internal repetitions, all the project files must be imported at the same time, regardless of whether the calculation will be done on a project or file basis.

- **Select report options**

The report options contain detailed information on how Transit analyses a project. You have the option to define various report options (e.g. according to the project or customer, » [Creating new report options](#), page 387).

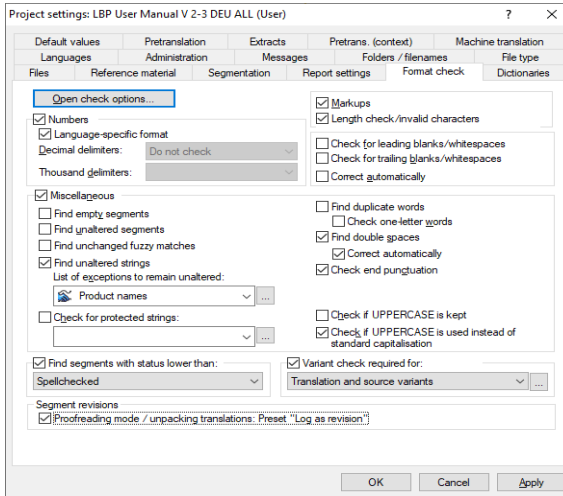


'Regard internal repetitions' option

Important! For the internal repetitions to be displayed in the Report Manager (» [Creating a report](#), page 313 for information on this), all files in a project must be imported at the same time.

“Format check” project setting

On the **Format check** tab, you specify which criteria Transit should use to check the translated text:



You can find more detailed information on the settings available for the format check in [» Format check options](#), page 266.

In addition, Transit supports the following functions in the project settings:

- **Open check options**

With this you can load check options you have saved via the **Format check** window (**Review | Format check | Options**).

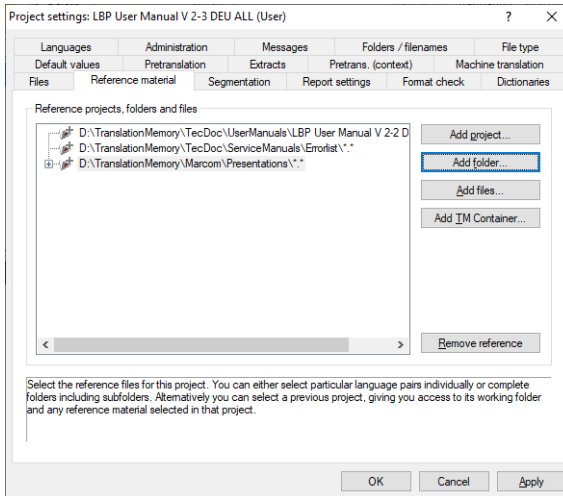
- **Proofreading mode / unpacking translations: Preset "Log as revision"**

With this you can specify whether the option to log changes as a revision shall be automatically selected when you switch to proofreading mode or unpack a translation ([» Proofreading mode](#), page 285 and [» Unpacking a translation](#), page 131).

This setting is a preselection. In proofreading mode and when unpacking projects, you can still decide whether Transit shall log changes as a revision.

“Reference material” project setting

On the **Reference material** tab, you specify the language files which Transit should use as reference material for the pretranslation and fuzzy matches:



Select the reference files for this project. You can either select particular language pairs individually or complete folders including subfolders. Alternatively you can select a previous project, giving you access to its working folder and any reference material selected in that project.

You can use all the language files as reference material that you have translated using Transit, regardless of their original file type.

You can also use language files which you created in a previous version of Transit.

If you have translations that were not created with Transit, you can turn them into reference material by using an “Alignment” (» [Interactive alignment](#), page 318 and » [Machine alignment](#), page 340).

In the **Reference projects, folders and files** section Transit displays the files which you have selected as reference material. Transit searches the reference material in the order in which it appears in the **Reference projects, folders and files** section.

You have the following options:

- Use language files from a previous project as reference material
- Use all language files from a folder as reference material
- Use individual language files as reference material
- Remove reference material from the project
- Change the order by moving the projects, folders or files



The current project is always automatically used as reference material

Transit always uses the current project automatically as reference material. In this way, a sentence that occurs multiple times only has to be translated once.

For this reason, you do not have to specify the current project as reference material in the project settings. In fact, we advise strongly against this, as it may lead to data loss during the import process and when searching for fuzzy matches.



Reference material with follow-up projects

You can create a project as a follow-up project (» [Create a new project based on an existing project](#), page 52). Transit then automatically specifies the original project as reference material. Of course, if you do not want to use the original project as reference material, you can simply remove it in the reference material settings.

How do I specify individual files as reference material?

1. If you want to use individual files as reference material, click **Add files** in the **Reference projects, folders and files** section.
Transit displays the **Select reference files** window.
2. Select the files Transit should use as reference material.
3. Confirm your selection by clicking **Open**.

Transit uses the files as reference material for the project and displays them in the **Reference projects, folders and files** section.

How do I specify all files in a folder as reference material?

1. If you want to use all files in a folder as reference material, click **Add folder** in the **Reference projects, folders and files** section.
Transit displays the **Select reference folder** window.
2. Select the folder containing the files you want to use as reference material.
3. Confirm your selection by clicking **Open**.

Transit uses the files in the folder, and any subfolders, as reference material for the project and displays the folder in the **Reference projects, folders and files** section.

How do I specify the language files from a previous project as reference material?

1. If you want to use all the language files from a previous project as reference material, click **Add projects** in the **Reference projects, folders and files** section.
Transit displays the Project Browser.
2. Select the project containing the language pairs you want to use as reference material.
3. Confirm your selection with **OK**.

Transit uses the project (and its reference material, where applicable) as reference material for the current project and displays it in the **Reference projects, folders and files** section.

How do I specify a TM Container as reference material?

1. If you want to use a TM Container or TM Filter as reference material, click **Add TM Container** in the **Reference projects, folders and files** section.

Transit displays the **Add TM Container** window.

2. Select the TM Container or TM Filter you want to use as reference material.
3. Confirm by clicking **Select**.

Transit uses the TM Container or TM Filter as reference material for the current project and displays it in the **Reference projects, folders and files** section.



Optional function

The TM Container is an optional function. If you wish to use this function and have it activated, please contact the STAR Group (» [Contact](#), page 2).

How do I remove reference material from the project?

1. If you want to remove reference material from the project, select the reference material in question in the **Reference projects, folders and files** section.
2. Click **Remove reference**.

Transit removes the reference material from the project and no longer displays it in the **Reference projects, folders and files** section.

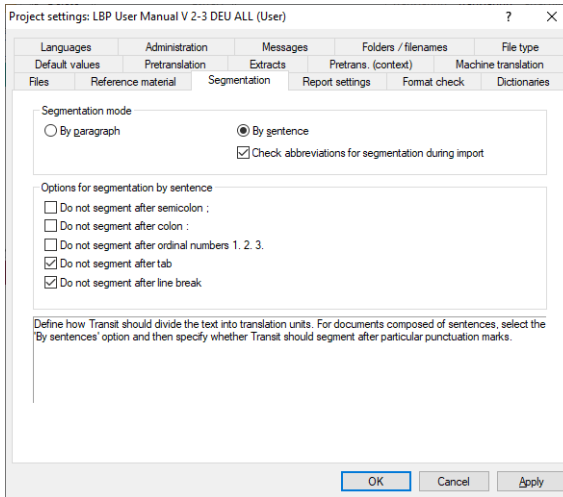
How do I rearrange the order of the reference material?

1. In the **Reference projects, folders and files** section, click the reference material whose position you want to change and keep the left mouse button pressed.
2. Using the mouse, drag the reference material to the desired position and then release the mouse button.

Transit displays the moved reference material in the new position and will now search the reference material in this new order.

“Segmentation” project settings

On the **Segmentation** tab, you specify how Transit should split the text into ‘segments’ during the import process:



Segments are the sections of text which you translate and which Transit searches for in existing translations and pretranslates where possible. Segments can be individual sentences or paragraphs, depending upon the setting selected.

You can specify the following:

- **Segmentation mode**

The segmentation mode defines the units into which Transit will break up the text:

- **By paragraph**

Transit turns every paragraph into a segment.

This means that a segment can contain several sentences. We recommend you use this segmentation especially for tables and lists.

- **By sentence**

Transit turns every sentence into a segment.

Transit also interprets dots/full stops, exclamation marks, question marks, colons and semicolons as the end of a sentence and inserts a segment marker at these positions during import.

- **Check abbreviations for segmentation during import**

In the case of segmentation by sentence, a segment marker is set after a dot marking the end of a sentence. However, a dot can also be placed after an abbreviation that is not to be segmented by.

Abbreviation lists are used to distinguish whether a string is an abbreviation (without subsequent segmentation) or a “normal” word (with subsequent segmentation) (» [Check abbreviations interactively](#), page 65).

- Options for segmentation by sentence

You can specify additional settings for sentence-based segmentation:

- **Do not segment after semicolon ;**

Transit does not interpret semicolons as the end of the sentence but rather as a character within a sentence. This means that Transit will not enter a segment marker after a semicolon.

- **Do not segment after colon :**

Transit does not interpret colons as the end of the sentence but rather as a character within a sentence. This means that Transit will not enter a segment marker after a colon.

- **Do not segment after ordinal numbers 1. 2. 3.**

Transit interprets a dot after a digit (e.g. 1.) as part of a numbered list. This means that Transit will not treat such a dot as the end of a sentence and will not insert a segment marker at this location. In this way, Transit prevents a sentence from segmenting in the middle due to a dot following a number as part of a numbered list.

- **Do not segment after tab**

Transit does not segment after a tab, because this does not normally represent the end of a sentence.

However, other translation memory systems automatically treat tabs as the end of a sentence and position a segment marker here. In the same way, unmarking this option will cause Transit to segment after tabs, thus simulating the behaviour of other systems.

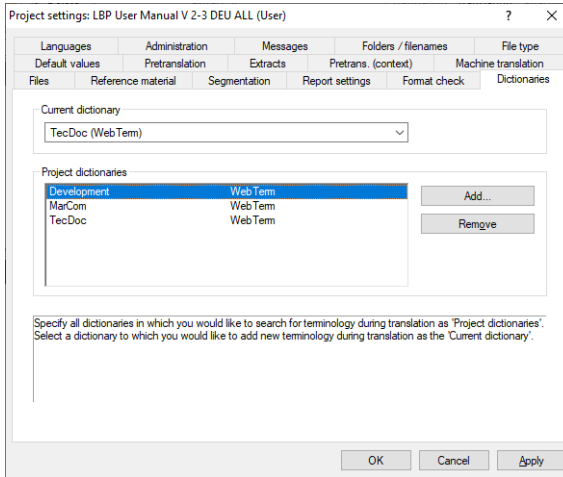
- **Do not segment after line break**

Transit does not interpret the line-break symbol as the end of a sentence.

Other translation memory systems may treat line breaks as the end of a sentence and position a segment marker here. In the same way, unmarking this option will cause Transit to segment line breaks, thus simulating the behaviour of other systems.

“Dictionaries” project settings

On the **Dictionaries** tab, you specify which dictionaries Transit should use for the project:



If you have created dictionaries for your terminology in TermStar, you can assign one or more dictionaries to a Transit project. If you do this, Transit opens the dictionaries at the same time as the project.

As you translate, Transit searches through the project dictionaries in the background for suitable language entries and displays these as suggestions in the **Terminology** window.

Transit also uses the dictionary entries for the spellcheck and terminology check (» [Spellcheck](#), page 250 and » [Checking terminology](#), page 257).

You can specify the following:

- **Current dictionary**

The current dictionary is the dictionary to which Transit adds new terminology (» [Working with terminology](#), page 179).

You can choose from the dictionaries specified as project dictionaries. You may first have to add the desired dictionary in the **Project target languages** section.

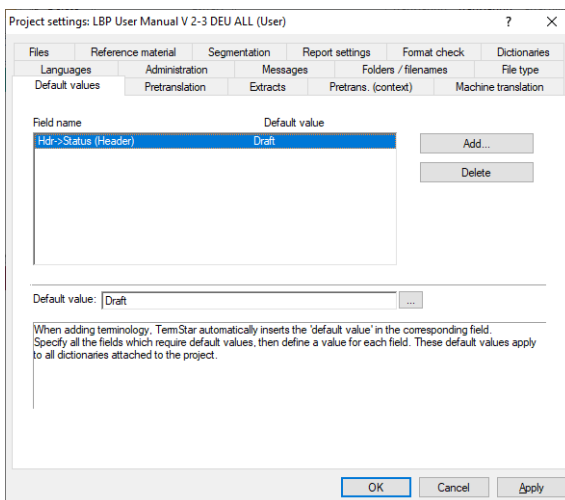
- **Project dictionaries**

You can assign multiple dictionaries to a project. Transit handles these dictionaries as if they were one single dictionary (“*virtual dictionary*”). However, the data itself is kept separate so you can specify another combination of dictionaries for other projects.

“Default values” project settings

“Default values” make entering terminology easier and ensure correct language entries are made.

On the **Default values** tab, you specify which values Transit should automatically insert in dictionary fields when you add terminology within the project:



If the ... button is displayed, you can select the default value from a value list.

Transit displays the following:

- **Field name** column: Name and language (if applicable) of the field to which the default value applies.
- **Default value** column: Value which Transit automatically enters for new data records or language entries.

If, in the current dictionary, a value list is assigned to the field, Transit displays the additional ... button. In this case, we recommend clicking the ... button to select a value from the value list.



Project-related default values have precedence over general default values

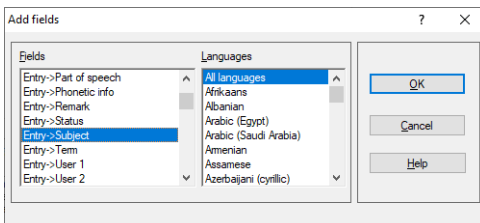
TermStar allows you to specify general, project-independent default values for a dictionary: Whenever the user adds terminology to the dictionary, TermStar uses these general default values. Please refer to the » [TermStar User Guide](#) for information on how to use general default values.

If a general and a project-related default value are specified for the same field, the project-related default value has precedence over the general value. In such a case, Transit ignores the general default value.

How do I specify new project-related default values?

1. Click **Add**.

Transit displays the following window:



2. From the **Fields** list, select the field for which you wish to enter a default value.
3. From the **Languages** list, select the language for which the default value should apply:
 - Default value for all languages: All languages entry
 - Default value for one language: Name of the language
 - Default value for Address data records: Addresses entry (at the bottom of the languages list)
 - Default value for bibliography data records: Bibliography entry (at the bottom of the languages list)
 - If you have selected a header field in the **Fields** list, TermStar automatically selects Header from the **Languages** list.

Confirm your selection with **OK**.

Transit displays the **Default values** tab again with the selected field.

4. Below the table, specify the desired value in the **Default value** field:
 - If Transit displays the ... button, click it and select the desired default value from the list.
 - Otherwise, enter the desired value directly in the field.

How do I change project-related default values?

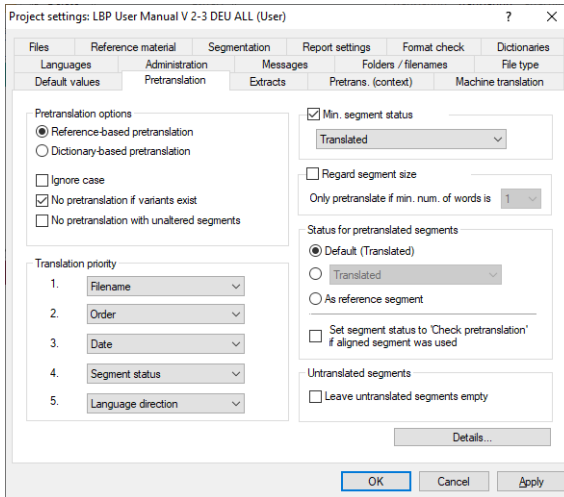
1. Select the field name from the table.
2. Below the table, change the value in the **Default value** field:
 - If Transit displays the ... button, click it and select the desired default value from the list.
 - Otherwise, enter the desired value directly in the field.

How do I delete project-related default values?

1. Select the field name from the table.
2. Click **Delete**.

“Pretranslation” project settings

On the **Pretranslation** tab, you specify what settings Transit will use to carry out pretranslation:



It is necessary to reimport the project files for the changes made here to become effective.

- **Pretranslation options** section

- **Reference-based pretranslation**

Transit will use the reference material specified in the project for pretranslation.

- **Dictionary-based pretranslation**

Transit will use the dictionaries specified in the project for pretranslation (e.g. for translating spare parts lists or packing lists). Any reference material specified in the project will not be regarded for pretranslation.

- **Ignore case**

A segment is also pretranslated if the current segment and the reference segment differ in case.

- **No pretranslation if variants exist**

A segment is not pretranslated if there are several possible translations for the segment in the reference material. In this case, the variants are displayed later during translation as 100% matches.

- **No pretranslation with unaltered segments**

A segment is not pretranslated if source and target language contents of the reference segment are identical.

- **Priority** section (not supported for dictionary-based pretranslation)

Here you can specify in which order the reference material is used.

- **Filename:** Reference files with the same filename as the current file are given priority.
- **Order:** The reference material is prioritised according to the order on the **Reference material** tab (» ["Reference material" project setting](#), page 101)
- **Date:** Newer reference segments are given higher priority.
- **Segment status:** Reference segments with higher segment status are given higher priority.
- **Language direction:** Reference segments with identical language direction are given priority (i.e. are preferred over reference segments with opposite language direction).

- **Min. segment status** section (not supported for dictionary-based pretranslation)

A segment is pretranslated only if the reference segment has at least the status selected (» [Working with segment statuses](#), page 193).

This minimum segment status is also taken into account when merging translation extracts (» [Working with translation extracts](#), page 73).

- **Regard segment size** section

A segment is pretranslated only if it contains at least the number of words selected.

- **Status for pretranslated segments** section (not supported for dictionary-based pretranslation)

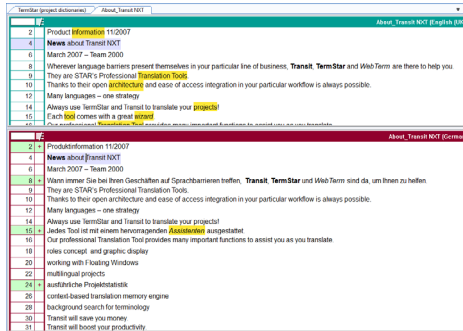
Here you can specify which segment status is assigned to pretranslated segments:

- **Default (Translated):** All pretranslated segments are given the status Translated.
- **Status:** Here you can select the status that is assigned to pretranslated segments.
- **As reference segment:** Each pretranslated segment is given the status of the used reference segment.
- **Set segment status to "Check pretranslation" if aligned segment was used:** A segment is assigned the status `check_pretranslation` if it has been pretranslated with reference material from an alignment project (» [Interactive alignment](#), page 318 and » [Machine alignment](#), page 340).

This allows these segments to be specifically checked after pretranslation.

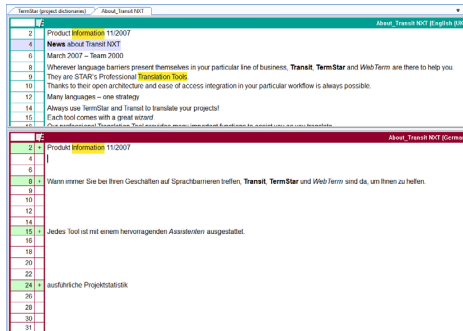
In the pretranslation details, you can define in even more detail which segment statuses are assigned in special cases (» [Pretranslation details](#), page 112).

- **Leave untranslated segments empty** section (not supported for dictionary-based pretranslation)
 - Untranslated segments usually retain the target language content, meaning that these can be overwritten in the Transit editor or can be adapted to the target language:



During import, untranslated segments usually keep the target language content.

- However, with this you can specify that Transit leaves these segments empty:



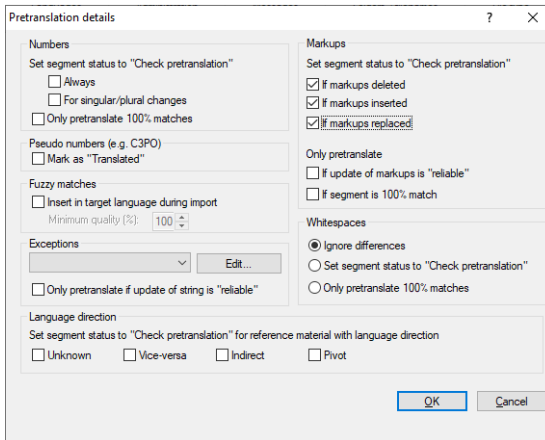
As an alternative, Transit can leave these segments empty.

With this option, as the project manager, you specify for all target languages and all translators that untranslated segments remain empty, and this specification is binding.

If you do not select **Leave untranslated segments empty**, the translators can decide for themselves how they want to work (options under **Processing | Confirm | Translate, » How do I translate a text in the Transit editor?**, page 150).

By clicking **Details** you can define additional settings for pretranslation.

Pretranslation details In the details, you can define how Transit should handles numbers, exceptions, markups, whitespaces and fuzzy matches:



- **Numbers** section

Here you can specify when the segment status should be set to Check pretranslation:

- **Always:** The segment status is always set to Check pretranslation when a number is modified.
- **For singular/plural changes:** The segment status is set to Check pretranslation only if a number is changed from 1 to another number (or vice versa).

Only pretranslate 100% matches: A segment is only pretranslated if numbers in the new segment and reference segment are identical.

- **Pseudo numbers (e.g. C3PO)** section

Here you can specify whether segments that only consist of a combination of letters and numbers are pretranslated.

- **Mark as "Translated":** The segment status of these segments is set to Translated.

- **Fuzzy matches** section

During import, untranslated segments normally retain the source language content or are emptied. Fuzzy matches are displayed later during translation in the **Fuzzy Source** window, where they can be assessed, selected, adjusted and transferred to the target language.

However, you can specify that fuzzy matches are already inserted into the target language during import:

- To do this, select **Insert in target language during import**.
- Specify the **Minimum quality** of the fuzzy matches that shall be inserted into the target language during import.

We strongly recommend that you only insert fuzzy matches of high quality. Low-quality fuzzy matches are much easier to use if selected and adjusted via the **Fuzzy Source** window.

If a fuzzy match is inserted directly during import, the segment is assigned the status `Check pretranslation`.

Note that fuzzy matches inserted during import usually have to be adapted for the new translation. We recommend informing the project participants accordingly if the translation is carried out by other persons.

- **Exceptions** section

You can use pretranslation exceptions to make Transit automatically replace one expression with another expression during the pretranslation stage, e.g. an old product name with a new product name.

- To do so, you select an existing pretranslation exception from the list.
- To define an exception, click **Edit** (» [Creating and customising pretranslation exceptions](#), page 399).
- **Only pretranslate if update of string is "reliable"**: A segment is only pretranslated if the replacement is safe (e.g. if the reference segment expression can be clearly assigned to an expression in the new segment).

- **Markups** section

Here you can specify when the segment status should be set to `Check pretranslation`:

- **If markups deleted**: The segment status is set to `Check pretranslation` if the new segment contains less markups than the reference segment.
- **If markups inserted**: The segment status is set to `Check pretranslation` if the new segment contains more markups than the reference segment.
- **If markups replaced**: The segment status is set to `Check pretranslation` if the markups new segment contains different markups in comparison to the reference segment.

Under **Only pretranslate**, you can specify the following settings:

- **If update of markups is "reliable"**: A segment is only pretranslated if the markup update is safe (e.g. if a reference segment markup is removed in the new segment).
- **If segment is 100% match**: A segment is only pretranslated if markups in the new segment and reference segment are identical.

- **Whitespaces** section

Here you can define how differences in spaces and tabs are regarded:

- **Ignore differences**: A segment is also pretranslated if the new segment contains more or less spaces / tabs than the reference segment.
- **Set segment status to "Check pretranslation"**: The segment status is set to `Check pretranslation` if the new segment contains more or less spaces / tabs than the reference segment.

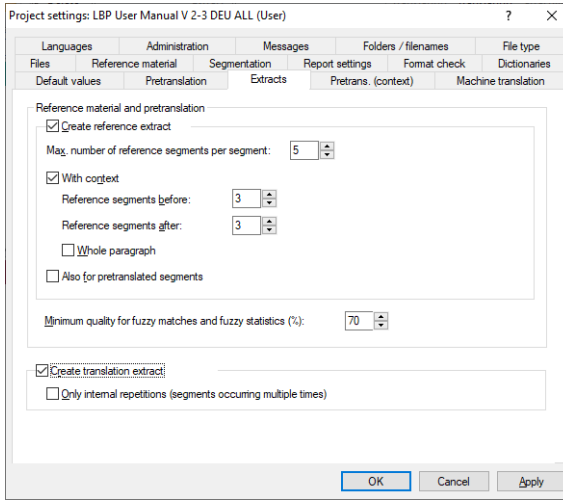
- **Only pretranslate 100% matches:** A segment is pretranslated only if spaces / tabs in the new segment and reference segment are identical.
- **Language direction** section

Here you can define whether the status of a pretranslated segment is set to `Check pretranslation` if the reference segment has a different language direction (» [Language direction of the reference segment](#), page 166):

 - **Unknown:** The segment status is set to `Check pretranslation` if the language direction of the reference segment is unknown (e.g. migrated reference material from other tools or reference material from Transit projects before Service Pack 7).
 - **Vice-versa:** The segment status is set to `Check pretranslation` if the pretranslation derives from a reference translation in the opposite language direction.
 - **Indirect:** The segment status is set to `Check pretranslation` if the pretranslation was generated from two target languages of a multilingual project.
 - **Pivot:** The segment status is set to `Check pretranslation` if the pretranslation was generated from different segments using a third language as “*pivot language*” (only in conjunction with TM Container).

“Extracts” project settings

On the **Extracts** tab, you specify settings for reference extracts and translation extracts:



You can define the following settings:

- **Create reference extract**

Transit gathers all the segments from the reference material which could be used as fuzzy matches. In so doing, Transit saves each reference segment once only, even if it occurs multiple times in the reference material. This makes the extract more compact, reducing the file size and making it easier to send.

If you are creating a reference extract, you can configure additional settings:

- **Max. num. of reference segments per segment**

For a segment to be translated, Transit may find several fuzzy matches and many relevant reference segments. To limit the number of segments saved, you can specify how many reference segments are saved per segment to be translated.

- **With context**

Transit will save not only the reference segments, but also segments before and after. In this way, the extract also contains the context in which the reference segment appears.

With the **Reference segments before** and **Reference segments after** values you can specify the number of additionally saved segments.

With the **Whole paragraph** option, all segments of the paragraphs in which the reference segments appear are saved in the reference extract.

- **Also for pretranslated segments**

The reference extract also contains reference segments from pretranslated segments.

- **Minimum quality for fuzzy matches and fuzzy statistics (%):**

Only fuzzy matches having the minimum matching quality or higher are taken into account for the reference extract and project analysis.

- **Create translation extract**

Transit can create a translation extract containing only those segments which have not been pretranslated (» [Creating a translation extract](#), page 74).

To do this, select the **Create translation extract option**.

If, in addition, you only want Transit to save segments in the translation extract which occur multiple times, also select **Only internal repetitions (segments occurring multiple times)**.



Reference extract and compacted reference material

Transit can create a reference extract from your reference material or compact the reference material:

- Reference extract

Transit can create a project-related reference extract when it imports the project files. The reference extract only contains the reference segments which can be used when translating the project, and thus reduces the number of unnecessary reference segments.

- Compacted reference material

Transit can compact your reference material, regardless of which project it appears in. The compacted reference material only contains a single copy of any reference segments which occur multiple times, thereby reducing the number of identical reference segments.

For information on how to compact reference material, see » [Transit/TermStar Reference Guide](#).

“Machine translation” project settings



Privacy policies, costs and quality when using machine translation

If you use machine translation, please note the information on » [Machine translation: Privacy policies, costs and quality](#), page 3.



Optional function

Accessing MT systems when importing the project is an optional function in Transit. This allows Transit to generate MT suggestions during import and make them available to the user during the subsequent translation (» [Import MT](#), page 171).

If you want to enable Transit to use an MT system as Import MT, contact the STAR Group (» [Contact](#), page 2).

On the **Machine translation** tab, you specify the settings for machine translations during import:

You can define the following settings:

- **Generate MT suggestions during import**

During the import, Transit sends segments to the MT system that have a status lower than **Translated** after pretranslation.

For these segments, you can additionally specify the following criteria:

- **Only for segments with fuzzy matches lower than (%)**

Transit only sends segments to the MT system that only have fuzzy matches with a quality lower.

- **Only for segments with at least (words)**

Transit only sends segments to the MT system that at least have n words (i.e. shorter segments are not sent).

- **Only for segments with not more than (words)**

Transit only sends segments to the MT system that at the most have n words (i.e. longer segments are not sent).

- **Insert MT suggestions in target language during import**

During import, untranslated segments normally retain the source language content or are emptied. MT suggestions are displayed later during translation in the **Fuzzy Source** window, where they can be assessed, adjusted and transferred to the target language.

However, with this option you can specify that MT suggestions are already inserted into the target language during import.

These segments are assigned the status `Check pretranslation` so that they can be specifically checked and corrected if necessary. We recommend informing the project participants accordingly if the translation is carried out by other persons.

- **List MT suggestions in the fuzzy window**

You can specify how MT suggestions are sorted into the fuzzy window:

- **Above the best fuzzy match:** The MT suggestion is displayed above the best fuzzy match.

- **In the same way as a fuzzy match at (%):** The MT suggestion is listed in the fuzzy window as if it would be a fuzzy match with a certain quality.

To do so, select the desired percentage.

- **MT systems** section

Here you select the MT system to be used during the import.

- In the first column, tick the checkbox of the MT system to be used.

- Click ... to specify special settings for the MT system (depending on the MT system, e.g. engines, profiles, glossaries, etc., » [Appendix: Configuring access to MT systems](#), page 441).

"Messages" project settings

On the **Messages** tab, you specify project-specific information that is displayed as a message when different project processing actions are performed:

You can use project-specific messages to display information or working instructions for specific project processing steps to translators / reviewers or to create yourself some kind of “digital reminder”.

For this, Transit provides you the following options:

- **Display when opening the project**
Enter text for a message that is displayed every time the project is opened.
By selecting the **For unpacked projects only** option, the message is displayed only to the translator / reviewer who has unpacked the project.
- **Display before packing the translation**
Enter text for a message that is displayed before packing the translation.
- **Display after exporting the project**
Enter text for a message that is displayed after exporting the project.
- **Display when selected as basis for a follow-up project or as project template**
Enter text for a message that is displayed when the project is used as basis for a follow-up project or as a project template.

5 Exchanging projects

Overview

If you are working with other Transit users, you can easily exchange projects. In this way, different users can work together on the same translation project.

In Transit, the “Pack project” and “Forward project” functions are used for exchanging projects. Transit saves all the necessary data in one compressed PPF file (“*project package file*”). You can send this file to other users via e-mail or FTP, for example.

Example of exchanging a project A project manager creates a multilingual project and imports the original files into Transit. In order to translate the target languages in parallel, the project manager packs the project for various native speakers, who each do “their own” translation. Then they deliver the translations back to the project manager.

In this example, the project manager and translators carry out the following steps:

Project manager	Translator
<ul style="list-style-type: none"> ● Create project and import files ● Pack project (» Packing a project, page 121) <p>The project manager can also pack other data in addition to the language files (e.g. original files, dictionaries, etc.)</p>	
	<ul style="list-style-type: none"> ● Unpack project (» Unpacking a project, page 126) <p>This is how the translator receives the language pairs, dictionaries, COD files, reference material, and PDF files that the project manager has packed.</p> <ul style="list-style-type: none"> ● Translate language pairs ● Check translation ● Pack translation (» Packing a translation, page 129)
<ul style="list-style-type: none"> ● Unpack translation (» Unpacking a translation, page 131) <p>This is how the project manager unpacks the translated language pairs and the dictionaries modified by the translator.</p> <ul style="list-style-type: none"> ● Export translated language pairs 	

Example of exchanging a project



Shared project with TermStar

If you want to send terminology for a translation project to another user, you can exchange the Transit project and specify that you also want to pack project dictionaries.

Therefore, you do not need to create and pack a separate terminology project in TermStar.

Packing a project

When you pack a project, you can specify which data shall be included:

- Language files

If your project contains several language files, you can pack all of them or just particular language files.
- Translation extract

During the import process, Transit can create a '*translation extract*' which only contains the text that is not yet translated. You can pack this translation extract in addition to or instead of the language pairs (» [Working with translation extracts](#), page 73).
- Files containing formatting information (COD files)

During the import process, Transit saves the formatting information to COD files. These files are necessary to export the translated texts again later.

If you pack these files, the recipient can also perform an export (provided that his Transit product variant supports export).
- Original files

You can make the files that you have imported available to the project recipient as well.
- Reference files

You can make the project reference material available to the project recipient.

We recommend creating a reference extract for the project. This means that Transit only packs the reference segments that are actually needed for the translation, thus reducing the data volume to be transferred (» ["Extracts" project settings](#), page 115).
- Additional files

You can make the PDF files for the synchronised PDF viewer available to the project recipient.
- Dictionaries

In addition to the language pairs, project dictionaries or extracts of the project dictionaries can also be packed. In this way, the translator has access to terminology for the project and can also edit the project dictionaries.



Data volume

The duration of file transfer times depends on the volume of data that has to be sent. Ensure that you do not pack any unnecessary data:

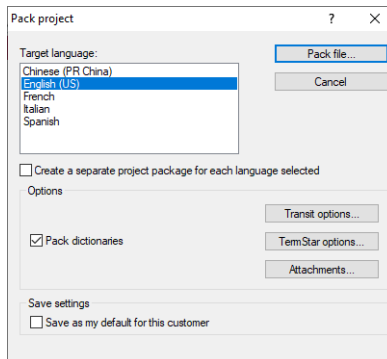
- Only pack the dictionaries and terminology that the recipient actually needs.
- It is better to pack a dictionary extract rather than entire project dictionaries.
- It is better to pack a reference extract rather than the entire reference material for the project.
- Only pack the original files if the translator is unable to work without them.

The less data you pack, the faster it will be to transfer the data – especially if you are using e-mail or FTP.

How do I pack a project?

1. Open the project that you want to pack (» [Opening a project](#), page 55).
2. Select **Project | Exchange (Transit/XLIFF/SDL/MemoQ) | Pack**.

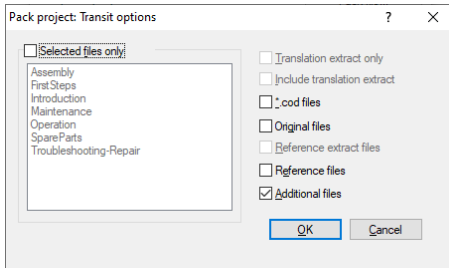
Transit displays the following window:



Transit automatically suggests the project's current target language as the target language to be packed.

3. If you want to pack several target languages at the same time, select the desired languages in the **Target language** list.
 - The **Create a separate project package for each language selected** option is then automatically activated. Transit creates a separate PPF file for each target language.
 - If you want to pack all target languages in one PPF file, deselect the option.
4. If you want to pack only part of the language files or additional data, click **Transit options**.

Transit displays the following window:



5. You have the following options:
 - **Selected files only:** To pack individual language files, select the option and select the language files you want to pack.
 - ***.cod files:** Additionally pack files with formatting information
 - **Original files:** Additionally pack imported original files
 - **Reference extract files:** Additionally pack the reference extract created during import.

The option is automatically selected if a reference extract has been created during the project import. Deselect the option only if the reference extract shall not be packed.

- **Reference files:** Additionally pack reference material of the project
- **Additional files:** Additionally pack PDF files for synchronised PDF display.

If a translation extract has been generated during the project file import, you have the following options:

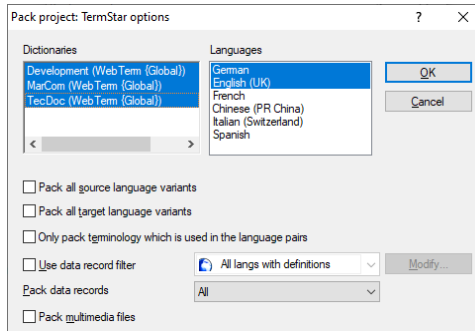
- **Translation extract only:** Transit packs the translation extract only, but no language files.
- **Include translation extract:** Transit packs the translation extract in addition to the language files.

Confirm your selection with **OK**.

Transit displays the **Pack project** window again.

6. If the project contains project dictionaries, the **Pack dictionaries** option is automatically selected. Deselect the option only if you do not want to pack dictionaries. To define the details of the dictionaries to be packed, click **TermStar options**.

Transit displays the following window:



You have the following options:

- **Dictionaries:** Pack selected project dictionaries
 - As a preselection, all project dictionaries are selected. If you only want to pack only to pack certain dictionaries, deselect the dictionaries you do not want to pack.
- **Languages:** Pack additional target languages
 - The source language and the target languages you have selected for packing (» [step 3](#), page 122) are always packed and selected. If you want to pack additional target languages, select these languages
- **Pack all source language variants:** Pack all language variants of the source language contained in the dictionary (e.g. English (UK) and English (US)).
- **Pack all target language variants:** Pack all language variants of the target languages contained in the dictionary.
- **Only pack terminology which is used in the language pairs:** Only pack data records that are relevant to the translation project
 - In this way, Transit only packs the data records whose source language terms occur in the language pairs of the project. This allows you to significantly reduce the amount of data to be transferred.
- **Use data record filter** and select a filter from the list: Only pack data records that match the selected data record filter.
 - You will find more information on data record filters in the » [TermStar User Guide](#).
- **Pack data records** and select a default filter from the list: Pack only records that match the selected default filter:
 - All: Pack all data records
 - If target language available: Only pack data records that have a language entry in the packed target language.

- If **target** does not exist: Only pack data records that do not have a language entry in the packed target language.
- If **input verification** fails: Only pack data records that violate input verification.

You will find more information on default filters and input verification in the » [TermStar User Guide](#).

- **Pack multimedia files:** Additionally pack additional multimedia files, e.g. graphics or videos (only supported if multimedia files have been saved in the database).

Confirm your selection with **OK**.

Transit displays the **Pack project** window again.

7. If you want to pack additional, arbitrary files, click **Attachments** and add the files.
8. You can save the options selected as default so that they are preselected when packing future projects. If the project is assigned to a client, the default applies only to future projects for this client.

To do so, select **Save as my default** or **Save as my default for this customer**.

The selected languages, language files, and dictionaries are not saved as default, as they can differ from project to project.

9. To pack the project with the selected settings, click **Pack file**.

Transit displays the **Pack project** window and suggests to save the PPF file in the project working folder.

If you want to save the data in a different folder or with a different filename, change the folder and filename.

10. Confirm by clicking **Save**.

Once Transit has packed the project, it displays the following message:

All project files were compressed successfully. The file size is ... bytes.

Transit has saved the selected project data in one or more compressed PPF files. You can now share the files via e-mail or FTP, for example.

Unpacking a project

If you have received a packed project from your project manager, you can unpack it in Transit.



TermStar NXT Received **database must be available**

Transit suggests the TermStar NXT Received database for unpacked dictionaries. This database is automatically created during the installation of Transit.

This database must be available when unpacking projects. Therefore it must not be deleted or removed from the ODBC system settings.

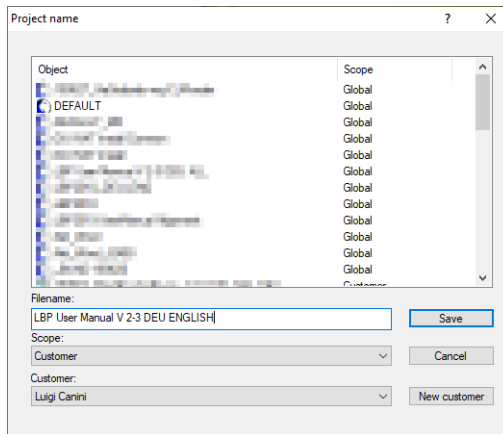
How do I unpack a project?

1. Select **Project | Exchange (Transit/XLIFF/SDL/MemoQ) | Unpack**.

Transit displays the **Unpack Transit project data** window.

2. Select the PPF file that you wish to unpack and confirm with **Open**.

Transit displays the following window:

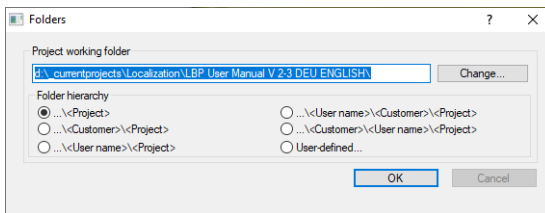


If you have predefined a default scope for unpacking projects, the scope is already preselected here (» [User preferences for working folders \(scope and folder hierarchy\)](#), page 363).

3. Specify how Transit should save the unpacked project:
 - **Filename:** If necessary, change the project name.
If the unpacked project has the same name as an existing project, you will overwrite your existing project. To prevent this, enter a new project name.
 - **Scope:** If necessary, change the scope to which the project should be assigned (» [Scopes in Transit](#), page 28).
 - If you have selected the Customer scope, select the desired customer from the **Customer** list.

Click **Save** to confirm the information entered.

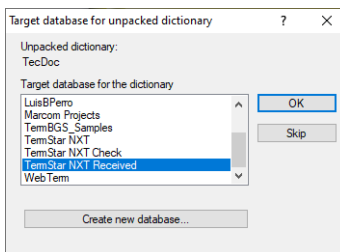
Transit displays the following window:



If you have defined a default folder hierarchy for unpacking projects, the folder hierarchy is already preselected here (» [User preferences for working folders \(scope and folder hierarchy\)](#), page 363).

All data for the project is saved in this working folder.

4. If necessary, select a different folder hierarchy and confirm your selection with **OK**.
If the unpacked project contains dictionaries, Transit displays the following window for each dictionary:



The TermStar NXT Received database is preselected for unpacked dictionaries.

5. Select the database in which the dictionary is to be saved:
 - To save the dictionary in the suggested database, click **OK**.
 - To save the dictionary in another database, select the desired database and confirm your selection with **OK**.
 - To not save the dictionary, click **Skip**.
 - To save the dictionary in a new database, click **Create new database** (for details refer to the » [TermStar User Guide](#)).
6. If you have already unpacked a dictionary with previous projects, Transit displays the following message:

The dictionary ... has already been unpacked. Do you want to overwrite the dictionary ...?

You have the following options:
 - **Yes:** Transit overwrites the already existing dictionary with the newly unpacked dictionary.
 - **No:** Transit also saves the newly unpacked dictionary under a different name and displays the **The dictionary already exists window**.

Enter a new name for the dictionary and confirm it with **OK**.

Once Transit has unpacked the project, it displays the following message:

Project successfully unpacked and opened.
7. Confirm the message with **OK**.

Transit has unpacked, saved, and automatically opened the project so that you can open the language pairs immediately and begin your translation (» [Translating in Transit](#), page 140).



Additional pretranslation with your own reference material

When you receive an unpacked project, it is normally already pretranslated by the project manager. However, it may be useful to expand the pretranslation with your own reference material.

This allows you to achieve additional pretranslations without changing the existing pretranslations of the project manager.

For details, please refer to this section: » [You want to pretranslate an unpacked project with your own reference material.](#), page 65



Project may contain attachments

The project manager may have sent you additional files attached to the project. If this is the case, you can open the attached files via **Project | Exchange (Transit/XLIFF/SDL/MemoQ) | Show attachments**.

If PDF files are attached, you can open and display them in the PDF viewer in Transit.

When you have finished your work and want to send back your changes, use the “Pack translation” function (» [Packing a translation](#), page 129).

Packing a translation

If you, as a translator, have unpacked and translated a project, you then pack the translation in a compressed TPF file ("translation package file"). Then you can send the file back to the project manager.



Only useful and supported for unpacked projects

Packing a translation only makes sense for projects that you have unpacked.

For projects that you have created yourself, you can use the "Pack project" function instead (» [Packing a project](#), page 121).



Check your translation before packing

We recommend that you check the translation before packing it. To do this you can use, for instance, the spellcheck, the markup check, and the format check (» [Quality assurance](#), page 248).

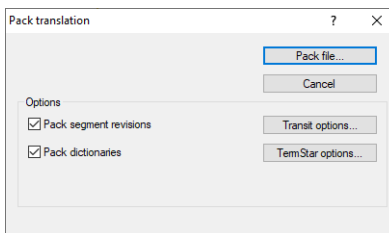
If the packed project also included dictionaries, you can specify whether Transit should pack the complete dictionaries or just those data records you have modified. Only packing modified data records means a smaller data volume and shorter transfer times.

Transit packs no COD files, no original files, and no reference material, as they are already with the person from whom you received them.

How do I pack a translation?

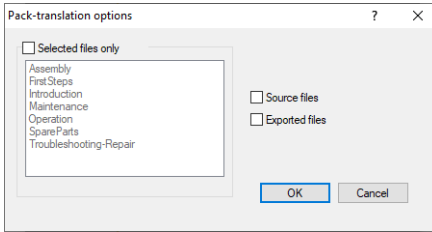
1. Open the unpacked and edited project that you want to send back.
2. Select **Project | Exchange (Transit/XLIFF/SDL/MemoQ) | Pack translation**.

Transit displays the following window:



- By default, segment revisions are always packed.
If you do not want them to be packed, deselect the **Pack segment revisions** option.
- By default, all the target language files are packed.
If you only want to pack particular language files or additional data, click **Transit options**.

Transit displays the following window:



You have the following options:

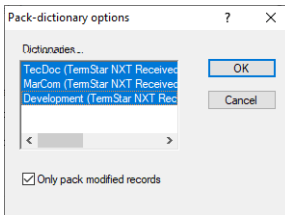
- **Selected files only:** To pack individual language files, select the option and select the language files you want to pack.
- **Source files:** Additionally pack source language files
If you deselect the option, Transit packs target language files only.
- **Exported files:** Additionally pack exported files

Confirm your selection with **OK**.

Transit displays the **Pack translation** window again.

3. If you have received the project with dictionaries, you can specify the details of the dictionaries to be packed pack under **TermStar options**.

Transit displays the following window:



You have the following options:

- Select the dictionaries you want to be included.
- Select **Only pack modified records** if you only want modified records to be included in the package.

Confirm your selection by clicking **OK**.

Transit displays the **Pack translation** window again.

4. To pack the translation, click **Pack file**.

Transit displays the **Pack translation** window and suggests to save the TPF file in the project working folder.

If you want to save the data in a different folder or with a different filename, change the folder and filename.

- Confirm by clicking **Save**.

Once Transit has packed the translation, it displays the following message:

All project files were compressed successfully. The file size is ... bytes.

Transit has saved the selected translation data in a compressed TPF file. You can now send back the file to the project manager by e-mail or FTP, for example.

Unpacking a translation

If you, as a project manager, receive a translation as a TPF file, you then need to unpack it in Transit.



"Log as revision" option to retain all previous revisions

If a project already contains revision steps, you must always select the "Log as revision" option when unpacking a translation.

Otherwise all previous revision steps will be lost.

Tip: In the project settings you can specify whether this option shall be automatically selected (» ["Format check" project setting](#), page 100, **Proofreading mode / unpacking translations: Preset "Log as revision"** option).

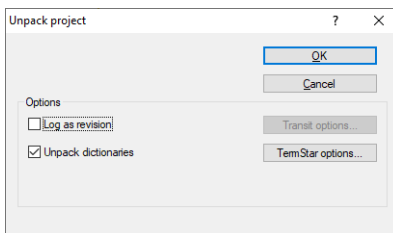
How do I unpack a translation?

- Select **Project | Exchange (Transit/XLIFF/SDL/MemoQ) | Unpack translation**.

Transit displays the **Unpack Transit project data** window.

- Select the TPF file you want to unpack and confirm your selection with **Open**.

Transit displays the following window:

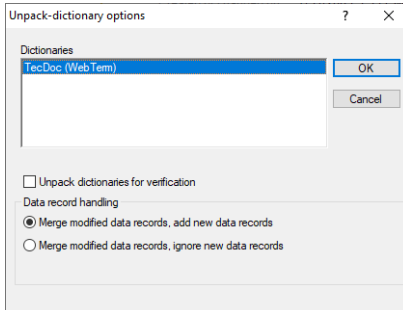


- Select **Log as revision** if all logged revisions shall be taken over to your project files (» [Logging and comparing revision steps](#), page 302).

If the packed translation also contains modified dictionary entries, Transit also displays the **Unpack dictionaries** option in this window:

- To also unpack any modified dictionary entries, select **Unpack dictionaries** and click **TermStar options**.

Transit displays the following window:



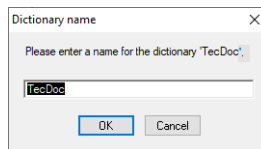
You have the following options:

- Select the dictionaries you want to unpack. At least one dictionary must be selected.
- If you want to unpack dictionaries for review purposes, select **Unpack dictionaries for verification**. Transit will then unpack the data records into a new, empty dictionary in the TermStar NXT Check database.
In this case, the following data record handling options do not apply and are therefore greyed out.
- If do not want to import new data records into the original dictionary, but only modified data records, select **Merge modified data records, ignore new data records**.

Otherwise Transit will also import new data records and will add them in the original dictionary.

Confirm the settings with **OK**.

5. Click **OK** in the **Unpack project** window.
 - If you do not unpack dictionaries for review purposes, Transit automatically merges the modified terminology into the original dictionary.
If there are conflicts with existing data records, Transit displays the **Merge/Append import data** window. For details on merging data records interactively, please refer to the » [TermStar User Guide](#).
 - If you unpack dictionaries for review purposes (» [step 4](#), page 131), Transit displays the following window for each dictionary:



Enter the name with which the dictionary shall be saved in the TermStar NXT Check database and click **OK**.

Once TermStar has unpacked the translation, it displays the following message:
Translation successfully unpacked.

6. Confirm the message by clicking **OK**.

Transit automatically opens the project for which the translation has just been unpacked and sets the unpacked target language as the current target language.

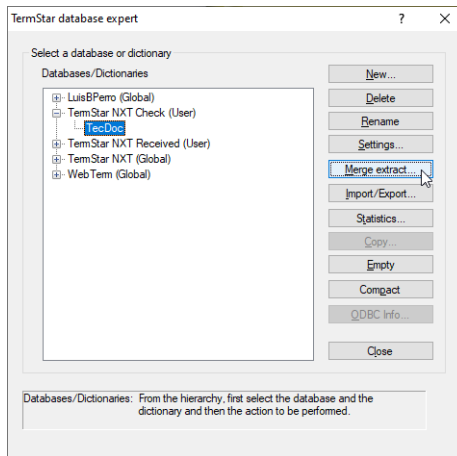
Review dictionary and merge with original dictionary

If you have unpacked dictionaries for review purposes (» [step 4](#), page 131), you can check and correct the data records in the new dictionary in the TermStar NXT Check database (» [TermStar User Guide](#)).

You can then merge the reviewed dictionary and the original dictionary and thus transfer the new, changed and checked records to the original dictionary.

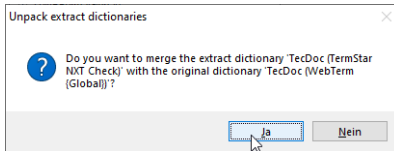
How do I merge the reviewed dictionary and the original dictionary?

1. Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.
2. Select the reviewed dictionary in the TermStar NXT Check database and click **Merge extract**.



The "Merge extract" function is only supported for dictionaries in the TermStar NXT Check database.

Transit displays the following window:



3. Confirm the message with **Yes**.

Transit automatically merges the modified and reviewed terminology into the original dictionary. If there are conflicts with existing data records, Transit displays the **Merge/Append import data** window. For details on merging data records interactively, please refer to the » [TermStar User Guide](#).

Forwarding a project

If you do not process an unpacked project yourself, but want to forward it to a third party, you can use the “Forward project” function.



Only useful and supported for unpacked projects

Forwarding only makes sense for projects that you have unpacked.

For projects that you have created yourself, you can use the “Pack project” function instead (» [Packing a project](#), page 121).

As an example, a project manager, a translation agency, and a translator carry out the following steps:

Project manager	Agency	Translator
<ul style="list-style-type: none"> ● Create project and import files ● Pack project for the agency (» Packing a project, page 121) 		
	<ul style="list-style-type: none"> ● Unpack project from the project manager (» Unpacking a project, page 126) ● Forward project to the translator 	

Example of forwarding a project

Project manager	Agency	Translator
		<ul style="list-style-type: none"> ● Unpack forwarded project from the agency (» Unpacking a project, page 126) ● Translating language pairs ● Pack translation for the agency (» Packing a translation, page 129)
	<ul style="list-style-type: none"> ● Unpack translation from the translator (» Unpacking a translation, page 131) ● Check translation and correct it if necessary ● Pack translation for project manager (» Packing a translation, page 129) 	
<ul style="list-style-type: none"> ● Unpack translation from agency (» Unpacking a project, page 126) ● Export translated language pairs. 		

Example of forwarding a project (cont.)

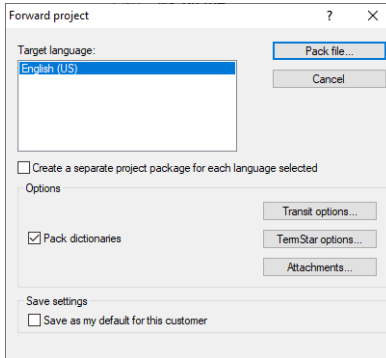
The same options are available to you for forwarding a project as for packing a project. You can either forward all the data contained in the project, or else only part of it:

- All language pairs or just particular ones
- Translation extract
- Additional data, such as COD files and original files, provided that these were included in the original PPF file
- Reference material
- TermStar dictionaries

How do I forward a project?

1. Open the project that you want to forward (» [Opening a project](#), page 55).
2. Select **Project | Exchange (Transit/XLIFF/SDL/MemoQ) | Forward**

Transit displays the following window:



You have the same options as when packing a project:

- If you want to pack only part of the language files or additional data, click **Transit options** and define the required settings for the language files and additional files (» [step 4](#), page 122).
 - If the project also contains dictionaries, the **Pack dictionaries** option is automatically selected. Deselect this option if you do not want to forward the dictionaries.
 - To define the details of the dictionaries to be packed, click **TermStar options** and specify the settings required for the dictionaries (» [step 6](#), page 123).
 - If you want to pack additional, arbitrary files, click **Attachments** and add the files.
 - You can save the options selected as default so that they are preselected when forwarding future projects (» [step 8](#), page 125).
3. To forward the project with the selected settings, click **Pack file**.

Transit displays the **Pack project** window and suggests to save the PPF file in the project working folder.

If you want to save the data in a different folder or with a different filename, change the folder and filename.

4. Confirm by clicking **Save**.

Once Transit has packed the project, it displays the following message:

All project files were compressed successfully. The file size is ... bytes.

Transit has saved the selected project data in a compressed PPF file. You can now forward the file via e-mail or FTP, for example.

Project exchange with STAR CLM

When you receive jobs from STAR CLM, you can use WebTransit to exchange data and manage your translation jobs.

WebTransit is a component of Transit:



You can call up WebTransit via the resource bar (» [The resource bar](#), page 33) and exchange projects with STAR CLM.

With WebTransit you can:

- Set up connections to STAR CLM
- Have an overview of all current jobs
- Download jobs from STAR CLM
- Unpack jobs in Transit
- Receive messages from STAR CLM
- Upload jobs to STAR CLM
- Receive acknowledgements from STAR CLM

For details please refer to the » [WebTransit User Guide](#).

Project exchange formats XLIFF / MemoQ / SDL

In addition to supporting numerous file formats for importing projects, Transit also supports various exchange formats, which you can use to translate projects from other applications. To do this, your client will send you a project package that already contains the language pairs for translation.

You can unpack and edit these projects in the same way as Transit project packages (PPF files).

Example: You receive an XLIFF file for translation.

- You unpack the XLIFF file in the same way as a Transit project (» [Unpacking a project](#), page 126). Transit creates the project with settings defined in the XLIFF file (e.g. source and target language).
- When you have translated the language files, you pack the translation as an XLIFF file and send it back to the client (» [Packing a translation](#), page 129).

You can also forward the project as a transit PPF file to a third person so that he can edit the project with Transit (» [Forwarding a project](#), page 134).

In » [Document “Transit: Tips & Tricks for All File Formats”](#) you will find details for all project exchange formats that you can process with Transit.



Multilingual project package with one target language per file

A project package from other applications may contain several files and several target languages, whereby each file should only be translated into one of the target languages. Example: File A is to be translated into English only, file B into French only, file C into Japanese only.

Transit recognises this automatically when unpacking and takes it into account in various functions.

Details can be found in the appendix of the » [Document “Transit: Tips & Tricks for All File Formats”](#).

Data exchange via COTI interface

COTI (“*Common Translation Interface*”) is an interface between authoring systems and translation memory systems that facilitates the exchange of files to be translated in “*COTI packages*”

In contrast to project exchange formats such as XLIFF, a COTI Package is not a translation project with language pairs, but a translation order that contains the translatable files in their original format.

Therefore, once unpacked, these files are imported so that they can be translated. You can also forward the project as a transit PPF file to a third person so that he can edit the project with Transit (» [Forwarding a project](#), page 134).

Once translated, the files are exported again, and the exported files are packed back into the COTI package in the original format.

In » [Document “Transit: Tips & Tricks for All File Formats”](#) you will find details on how to unpack / import COTI packages and how to export / pack them after translation.



Multilingual COTI Package with one target language per file

A COTI package may contain several files and several target languages, whereby each file should only be translated into one of the target languages. Example: File A is to be translated into English only, file B into French only, file C into Japanese only.

Transit recognises this automatically when unpacking and takes it into account in various functions.

Details can be found in the appendix of the » [Document “Transit: Tips & Tricks for All File Formats”](#).

6 Translating in Transit

Overview

The translation process in Transit consists of a number of steps. Transit supports you in your work by offering a whole range of functions.

Once you have opened the project, carry out the following steps in Transit:

- Opening language pairs (» [page 144](#))
 - Transit displays the text in the editor. Please refer to the following sections for information on how Transit displays text and on which additional elements Transit uses:
 - The layout of the Transit editor (» [page 146](#))
 - Segments in the Transit editor (» [page 155](#))
 - Markups in the Transit editor (» [page 173](#))
- Translating the text (» [page 150](#))
 - Fuzzy matches (» [page 165](#)): As you translate, Transit automatically provides you with suitable translation suggestions from the reference material.
 - Working with terminology (» [page 179](#)): Transit automatically looks up terminology from the project dictionaries for the text you are translating.
 - Entering and using comments (» [page 188](#)): You can enter comments relating to individual segments and use them, for instance, to pass on comments or other information to translators or project managers.
 - Working with segment statuses (» [page 193](#)): Different statuses can be assigned to a segment. This makes it possible to follow which phase of the translation process a segment is currently in.
 - Filtering segments (» [page 195](#)): You can filter segments in such a way that Transit displays specific segments only and hides all other segments. This allows you to fully concentrate on the segments that you want to edit.
 - Dual Concordance search (» [page 232](#)): The dual concordance search allows you to determine where and how a phrase or word is used in the current project and in the reference material. To do this, Transit displays the segment pairs in which identical or similar strings occur.

- Dynamic Linking (» [page 235](#)): Dynamic linking allows you to display current usage examples for dictionary suggestions from your project and reference material. To do this, Transit displays the segment pairs in which identical or similar terms occur.
- Processing internal repetitions (» [page 240](#)): You can use the *internal repetitions mode* to translate internal repetitions before starting the “actual” translation. The option has particular application if you wish to divide up the project and pack it for several translators.

Transit supports you with many more functions which make the translation task easier for you (» [More helpful functions for translation](#), page 209).

- When you have translated your text, you can check various aspects of your translation and create various status reports (» [Quality assurance](#), page 248 and » [Analysing projects with the Report Manager](#), page 311).
- Closing language pairs (» [page 145](#)))

Opening and closing language pairs

Overview In order to work on a project in Transit, you first need to open it. The project can either be one you created yourself or one you received from a project manager (» [Creating a project](#), page 39 and » [Unpacking a project](#), page 126).

Once you have opened the project, you can open the language pairs you want to translate (» [Opening language pairs](#), page 144).

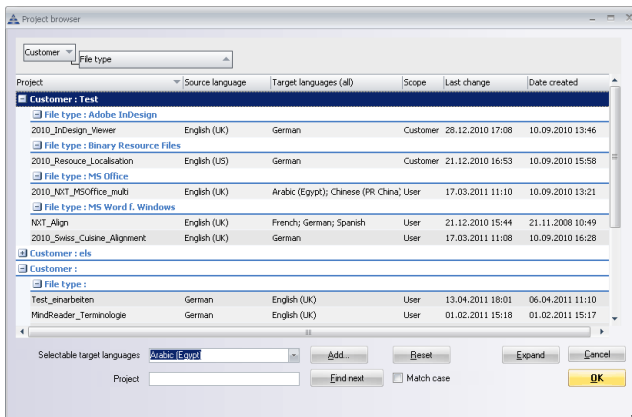
Once you have translated the language pairs, you can close (» [Closing language pairs](#), page 145) and export them or return them to the project manager.

Opening a project When you open a project, Transit uses the project settings saved for the project. (» [Project settings](#), page 83).

How do I open a project?

1. Select **Project | Administration | Open**.

Transit displays the Project Browser:



In the table, Transit displays all the available projects, along with additional project-specific information (» [Project Browser](#), page 34).

2. Select the project you wish to open:
 - If the project has been assigned to a particular customer, click the + sign in front of the customer's name in the left-hand column **Project**.

Transit will then also display the projects for this customer in the table.

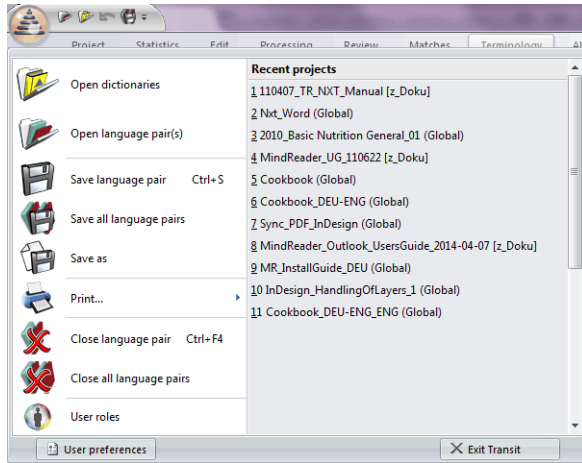
Double click the desired project or select it and confirm your selection by clicking **OK**.

Transit opens the project and its associated settings. You can now open language files (» [Opening language pairs](#), page 144) to start your translation.



Tip: List of recent projects

You can view a list of recent projects by clicking on the **Transit** symbol (» [Recent projects list](#), page 56).



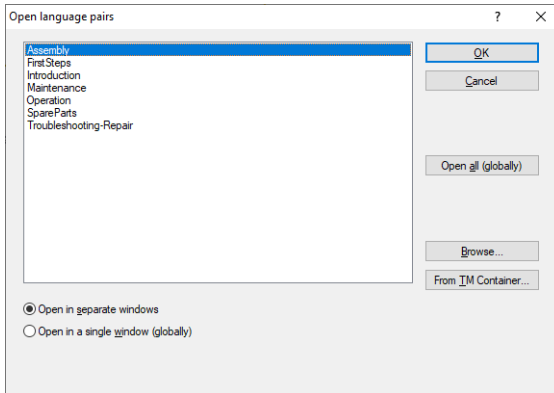
Recent projects list

Opening language pairs Once you have opened the project (» [Opening a project](#), page 142), you can open the language pairs for the project.

How do I open language pairs?

1. Select **Project | Administration | Open language pairs**.

Transit displays the following window:



2. To open all language pairs of the project, click **Open all (globally)**.
This opens all language pairs of the project (except translation extracts) and displays them in one window. You can translate and process the language pairs as if they were just one file.
3. If you only want to open certain language pairs or the translation extract, select the language pairs or the extract file.
 - If you have selected several language pairs, Transit automatically selects **Open in a single window (globally)** and will display the language pairs in one window.
 - If Transit shall display each language pair in its own window, select **Open in separate windows**.

Confirm your selection with **OK**.

Transit opens the language pairs in the editor (» [The layout of the Transit editor](#), page 146). You can start translating now (» [Translating the text](#), page 150).



Tip: Specifying which language pairs are opened automatically

In the user preferences, you can define whether and how language pairs are automatically opened when opening a project (» [Startup settings](#), page 348).

Closing language pairs When you have finished working on a language pair, you can close it. If you have not yet saved it, Transit will display a corresponding message, so that your changes will not be accidentally lost.

How do I close language pairs?

1. Click **X** on the right-hand side in title of the language pair window or select **Transit icon | Close language pair**.
 - If you have several language pairs open in separate windows and you want to close them all, select **Transit icon | Close all language pairs**.
Transit will then also close reference language pairs if you have opened them.
2. If you have modified the language pair but have not yet saved it, Transit displays the following message:
The file "... " was changed. Save?
Decide whether Transit should save the language pair:
 - **Yes:** Transit saves the language pair and closes it.
 - **No:** Transit does not save the language pair and closes it. Doing so, your changes to the language pair will be lost.
 - **Cancel:** The language pair is not saved and remains open.

If applicable, Transit displays the message for all unsaved language pairs.



ALSO SAVE IF "CREATE BACKUP COPY" IS TURNED ON

Transit can automatically and regularly save backup copies of your language files (» [Activating automatic backup copies](#), page 371). This allows to restore the last automatically saved version if Transit closes unexpectedly.

The backup copies are not used when Transit has been closed regularly and is reopened.

Therefore you must always save language pairs when closing them – also if the "Create backup copy" function is active. Otherwise your changes will be lost.

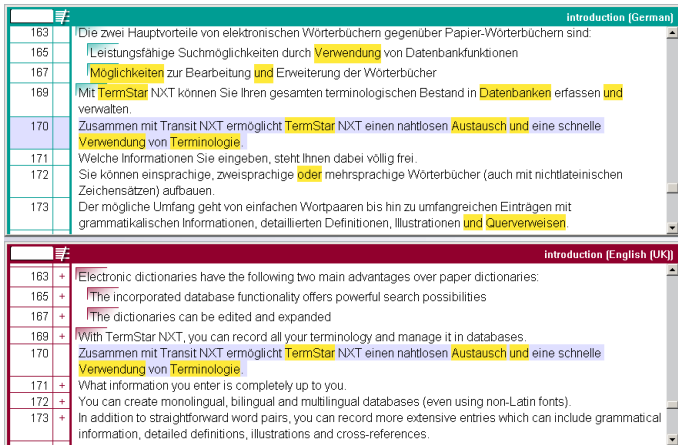
Saving language pairs Transit automatically reminds you to save language pairs when this is necessary (e.g. when closing the language pairs, packing the project or exporting the project). However, you can also save language pairs at any time during your work.

How do I save language pairs?

1. Select **Transit icon | Save language pair**.
Doing so, Transit saves the modified language pairs of the current window.
 - If you have also modified source language files or if several language pairs are open in separate windows and you want to save them all, select **Transit icon | Save all language pairs**.
Transit will then also save reference language pairs if you have opened and modified them.

The layout of the Transit editor When you import a document, Transit will copy the text into language files for the source and target languages. Transit displays the opened language pairs in the source and target language panes of the editor window. On the left-hand side of the two editor panes, there are two columns which display the segment numbers and segment statuses (» [Working with segment statuses](#), page 193).

There are numerous formatting options for the text in the Transit editor (» [Formatting which Transit displays in the editor](#), page 148). With the info column enabled, the panes of the Transit editor also have search and filter functions which make it possible to quickly filter the text segments according to certain criteria or to search through them (» [Search and filter functions in the Transit editor](#), page 147).



Source and target panes of the Transit editor

In combination with the following four windows, the Transit editor forms the central component for your translation work.

- Source language fuzzy window (» [Fuzzy matches](#), page 165)
- Target language fuzzy window (» [Fuzzy matches](#), page 165)
- Markup window (» [Markups in the Transit editor](#), page 173)
- Terminology window (» [Working with terminology](#), page 179)

Via the Transit toolbar, you can call up other tools to help you in your translation work (» [The Transit toolbar](#), page 32).

You can customise the position of all the windows and the way your material is displayed (» [Customising the Transit working environment](#), page 346).

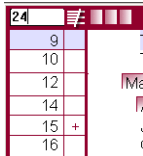
Depending on the type of file being worked on, Transit offers different viewers, which can be displayed in the form of floating windows (» [Static and dynamic viewers](#), page 227).

Search and filter functions in the Transit editor

In a similar way to using the **Go to** function (» [Moving the cursor to specific segments](#), page 216), you also have the option of entering a segment number into the header of the info column in the Transit editor to display the corresponding segment. This is possible both in the source language pane and in the target language pane.

How do I move the cursor to a particular segment?

1. Enter the segment number into the field in the header of the info column and press the Enter key:



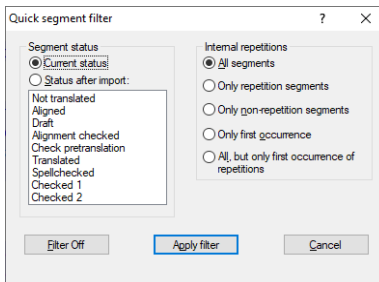
The cursor jumps to the requested segment.

It is also possible to filter the text segments in the editor panes according to certain criteria using the Quick segment filter.

How do I filter text segments in the Transit editor?

1. Double click the icon in the header of the info column, to the right of the go to segment field.

Transit displays the following window:



2. In the **Segment status** section, specify whether the **Current status** or the **Status after import** should be regarded for the filter.
3. Select the segment statuses which the text should be filtered by.
4. In the **Internal repetitions** section, specify which of the following segment types should appear in the filter:
 - **All segments:** All segments will be regarded.
 - **Only repetition segments:** Only segments which are internal repetitions will be regarded.

- **Only non-repetition segments:** Only segments which are not internal repetitions will be regarded.
 - **Only first occurrence:** Only segments which are internal repetitions, and of these only the first occurrence.
 - **All, but only first occurrence of repetitions:** All segments, though only the first occurrence of each internal repetition.
5. Click **Apply filter** to confirm your choice and start the filter process or click **Cancel** to cancel the filter.
Transit displays the results in the editor window.
 6. Click **Filter Off** if you wish to view the text segments in the editor window in their unfiltered state again.

For more information on filtering segments, please refer to » [Filtering segments](#), page 195.

Formatting which Transit displays in the editor

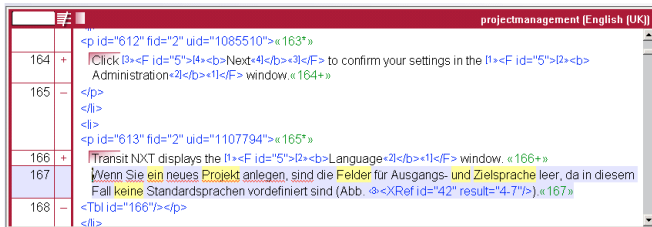
Transit can also show you all of the important formatting in the Transit editor so that you can work more efficiently with the text while you are translating.

Transit can convert the following formatting to "WYSIWYG", ("*What You See Is What You Get*"):

- Character set with the correct character encoding, (e.g. for east European and Asian languages and languages which run from right to left).
- Tables
- Document structure (headers, numbered and unnumbered lists)
Transit uses standard formatting for the display of text. It is therefore possible that the numbering in the Transit editor may differ from the numbering in the source document. Your document is formatted with the original formatting during export and thus also with the correct numbering.
- Character formatting (bold, italics, underline, superscript, subscript and font size).
If necessary, you can apply this character formatting manually as you translate (» [Formatting text manually](#), page 219).

Even if Transit cannot display all of the formatting in your source file, this information is always still available in the layout file. During the export, Transit reinserts the formatting so your translated document is correctly formatted in the original format.

Characters and symbols in the Transit editor The text which has been imported into Transit also contains additional characters and symbols alongside the content which is to be translated:



Transit editor, target language pane

Characters/Symbols in the editor	Explanation
Dictionary entries	Transit highlights all words that appear in the project dictionaries. The default colour setting for dictionary entries is yellow. If a target language segment has not yet been translated, the dictionary entries are highlighted there as well. When a segment is translated, this highlighting is deleted. You can transfer these dictionary suggestions to your translation (» Transferring a translation from the dictionary , page 183).
Update markers	In pretranslated segments which require checking, Transit highlights the differences between the old and current source text by means of 'update markers' (» Update markers in the Transit editor , page 154).
Segment markers <<163>>	Each segment is delimited by a segment marker containing a segment number. In Transit, the segment number and segment status are displayed in columns on the left of the source and target editor panes. However, it is also possible to show the segment markers at the end of each segment. Additional symbols after the segment number tell you the status of the segment (» Segments in the Transit editor , page 155).
Markup <E>...</E>	Markups indicate the place where particular formatting information is located in the original document (» Markups in the Transit editor , page 173).

Text elements in Transit and their meaning

You can show or hide some or all of these characters and symbols and customise how they appear in the Transit editor (» [Switching editor views](#), page 415).

Translating the text

When you have opened the language pair, the Transit editor displays the source language text (in the green window) and the target language text (in the red window).

When you begin translation, parts of the target language text are not yet translated and are therefore still displayed with source language content.

You can now edit the text that has not yet been translated in the target language window.



Helpful functions for translating

Transit supports you in your translation work with the following functions:

- If Transit finds a language entry in the dictionary for a word in the segment, this word is highlighted in yellow in the editor. In addition, Transit displays the language entry in the **Terminology** window (» [Transferring a translation from the dictionary](#), page 183).
- If you want Transit to display a fuzzy match for this segment, press the shortcut ALT + ENTER. Transit displays the results in the fuzzy window (» [Fuzzy matches](#), page 165).
- If you want to request a machine translation for a segment, press the shortcut ALT+M (» [Requesting a machine translation interactively](#), page 171).
- If Transit has pretranslated the segment and given it the status **Check pretranslation**, it uses update markers to indicate which part of the text you should check (» [Markups in the Transit editor](#), page 173).
- You may want to format the text manually in some instances (e.g. as underlined or in italics, » [Formatting text manually](#), page 219).
- If there are markups in the segment, it may be necessary to reassign, copy, or delete them (» [Markups in the Transit editor](#), page 173).
- You can make comments on segments or search for comments (» [Entering and using comments](#), page 188).
- To find out how to join two sentences in the source language to one translated sentence in the target language, refer to » [Joining segments virtually and split virtually joined segments](#), page 159.

How do I translate a text in the Transit editor?

1. Place the cursor in the first segment to be translated and enter the translation.
2. When you have translated the segment, confirm it with the key combination ALT+INS.
 - Transit assigns the **Translated** status to the segment.
 - Transit can automatically check spaces and end punctuation, delete remaining source language parts of the segment or empty the next segment (» [Automatic functions after confirming segments](#), page 152).

- By default, Transit navigates to the next segment to be processed (» [Automatic functions after confirming segments](#), page 152).
 - Transit automatically searches for fuzzy matches for the next segment to be translated (» [Fuzzy matches](#), page 165).
3. If you wish to undo the translation of a segment, right-click the segment and select **Reinsert source language content** from the context menu (shortcut CTRL+ALT+BACKSPACE). This also allows you to undo pretranslations that Transit has already performed during import.

Alternatively, you can paste parts of the source language segment into the target language segment: Select text in the source language segment, right-click your selection, and select **Insert selected text in target language** from the context menu.

Continue translating until you have translated all the segments of the project.

Translation functions:
Ribbon bar /
keyboard shortcuts

During translation, you can work using the ribbon bar or using keyboard shortcuts:

Function	Ribbon bar	Key/Keyboard shortcut
Confirm active segment, assign the Translated segment status, and navigate to the next segment to be processed	Processing Translate Confirm	ALT+INS
Navigate to the next segment to be processed	Processing Translate Next	Plus (numeric keypad)
Functions under Processing Translate Navigate ...		
● Go to start of segment	● Start of segment	ALT+Left Arrow
● Go to end of segment	● End of segment	ALT+Right Arrow
● Go to next segment	● Next segment	Plus (numeric keypad)
● Go to previous segment	● Previous segment	Minus (numeric keypad)
● Go to next Not translated segment	● Next 'Not translated'	CTRL+Plus (numeric keypad)
● Go to previous Not translated segment	● Previous 'Not translated'	CTRL+Minus (numeric keypad)
● Go to next Check pretranslation segment	● Next 'Check pretranslation'	ALT+Plus (numeric keypad)
● Go to previous Check pretranslation segment	● Previous 'Check pretranslation'	ALT+Minus (numeric keypad)
● Go to next Not translated or Check pretranslation segment	● Next 'Not translated' or 'Check pretranslation'	CTRL+ALT+Plus (numeric keypad)
● Go to previous Not translated or Check pretranslation segment	● Previous 'Not translated' or 'Check pretranslation'	CTRL+ALT+Minus (numeric keypad)

Translation functions on the **Processing** tab and their keyboard shortcuts

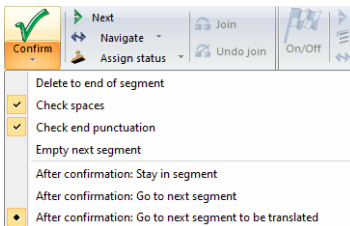
Function	Ribbon bar	Key/Keyboard shortcut
<ul style="list-style-type: none"> ● Opens a window for selecting the segment filter according to which you want to navigate 	<ul style="list-style-type: none"> ● Select filter for navigation 	SHIFT+Multiply (numeric keypad)
<ul style="list-style-type: none"> ● Go to the previous segment that complies with the criteria of the selected segment filter 	<ul style="list-style-type: none"> ● Previous acc. to filter 	CTRL+Divide (numeric keypad)
<ul style="list-style-type: none"> ● Go to the next segment that complies with the criteria of the selected segment filter 	<ul style="list-style-type: none"> ● Next acc. to filter 	CTRL+Multiply (numeric keypad)
Switch back the segment status to Not translated, set to Draft, or confirm segment as Translated	Processing Translate Assign status ... <ul style="list-style-type: none"> ● Not translated ● Draft ● Translated 	<ul style="list-style-type: none"> ● Not translated: CTRL+ALT+Backspace ● Translated: ALT+INS
Virtually join the active segment with the following segment	Processing Translate Join	
Undo the virtual join	Processing Translate Undo join	

Translation functions on the **Processing** tab and their keyboard shortcuts (cont.)

Automatic functions after confirming segments

When you confirm a segment as translated (» **step 2**, page 150), Transit can automatically execute various functions. You can find these options by clicking the arrow under **Confirm**:

Confirm:



You have the following options:

- **Delete to end of segment:** When confirming the segment, Transit deletes the source language text remaining in the segment (marked red)
- **Check spaces:** When confirming the segment, Transit checks whether spaces are consistent in source and target language.
- **Check end punctuation:** When confirming the segment, Transit checks whether end punctuations are consistent in source and target language.
- **Empty next segment:** If Transit automatically navigates to the next segment to be translated after confirming a segment, this segment is automatically emptied.

By default, Transit navigates to the next segment to be translated when you confirm a segment (» [step 2](#), page 150). This usually makes sense because it automatically takes you to the segment you need to edit and/or confirm next.

However, depending on the project and your personal way of working, you may want a different navigation. You have the following options:

- **After confirmation: Stay in segment:** Transit stays in the segment that you have just confirmed.
Use this option if you usually want to edit segments after you have confirmed them.
- **After confirmation: Go to next segment:** Transit navigates to the next consecutive segment.
Use this option if you usually want to edit segments regardless of their segment status (e.g. also pretranslated or already checked segments).
- **After confirmation: Go to next segment to be translated:** Transit navigates to the next segment that you need to edit and/or confirm. Transit skips all segments that have already been translated or do not need to be translated.
This is the well-known standard setting that allows you to focus on the segments to be translated.

Quality assurance after translation To guarantee the quality of your translation, we recommend to check the following items after translation:

- **Spellcheck (» [page 250](#))**
You can check your spelling. You can use dictionaries and/or the project's reference material as a basis for the spellcheck.
- **Checking terminology (» [page 257](#))**
Using this function, you can check whether the terminology from the project dictionaries has been used in the translation.
- **Format check (» [page 266](#))**
You can use the format check to establish whether markups in the source and target languages are consistent, or whether the translated target language segments contain text which has not been translated, for example. You can also identify and correct any wrong number formats, missing spaces or text which has not been translated before exporting a document.
- **Checking variants (» [page 283](#))**
Transit allows you to find translation and/or source variants. Normally, the variant check is enabled and performed as part of the format check. However, you can also perform the variant check separately.

Please refer to » [Quality assurance](#), page 248 for more information on this topic.

Update markers in the Transit editor If a differs from the reference segment only in terms of numbers and markups, Transit takes the text from the reference material and adapts numbers and markups to the segment to be translated. Such segments are assigned the status `Check pretranslation`.

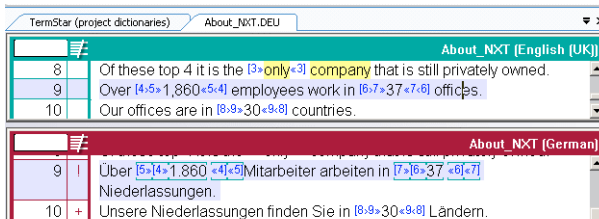


„Pretranslation - Details“ project setting

In the Pretranslation details (» [page 112](#)), you can specify if Transit should pretranslate and adjust the segments with similar numbers/markups as described here.

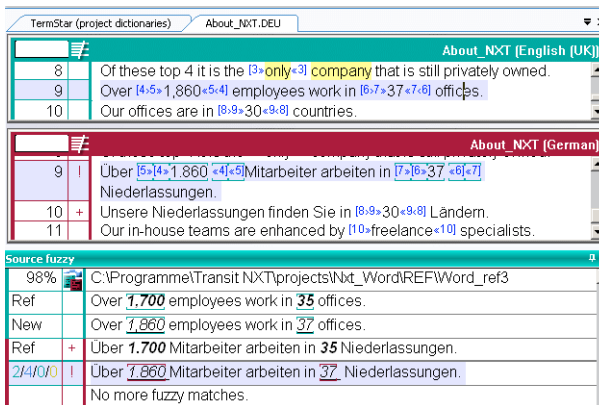
In addition, you can specify there in which cases the adjusted segments receive the status `Check pretranslation` or the status `Translated`.

The modified elements are highlighted in the Transit editor by “update markers”:



Example of the appearance of update markers in the Transit editor

This helps you to quickly see what you need to check and potentially change. Transit also displays the update markers in the Source fuzzy window. The display in the Source fuzzy window makes it possible to see where the differences lie between the new segment and the reference segment. To call up or update the Source fuzzy window, press the shortcut CTRL+ENTER.



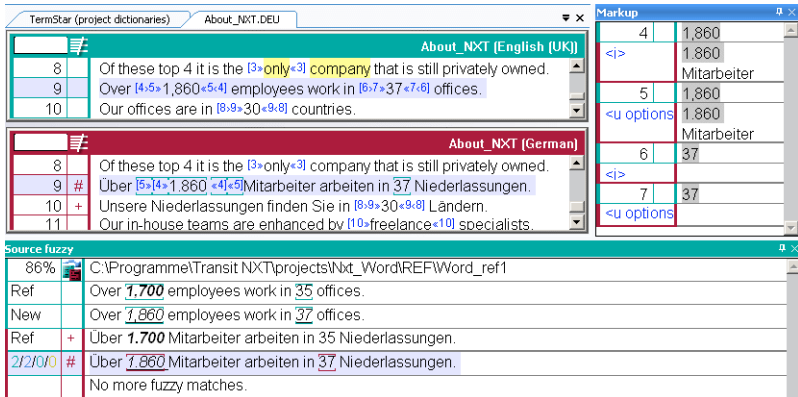
Example of the appearance of update markers in the Transit editor and in the Source fuzzy window

In the example, the numbers in the active segment have been changed and the formatting has been changed from bold italic in the reference segment to just italic (» **Fuzzy matches**, page 165). Transit has carried over the translation from the reference segment and updated the numbers and markups according to what appears in the current segment.

	Source language	Target language
Reference segment	Over <i>1,700</i> employees work in <i>35</i> offices.	Über <i>1.700</i> Mitarbeiter arbeiten in <i>35</i> Niederlassungen.
Current segment	Over <i>1,860</i> employees work in <i>37</i> offices.	Über <i>1.860</i> Mitarbeiter arbeiten in <i>37</i> Niederlassungen.

Automatic update for differing numbers and markups

If the number of markups in the reference segment is lower than in the new segment which is to be translated, Transit still carries over the translation from the reference material but adds update markers and gives the segment the status **Check pretranslation**. However, in this case, Transit does not automatically insert the "new" markups:



Example of how Transit indicates a differing number of markups in the reference segment and the segment to be translated

In the example, the markup for italics for the number "37" in the current target language segment is not inserted automatically. This markup must either be inserted manually or when checking the text using markup mode (» **Inserting and copying markups during translation**, page 176 and » **Checking markups**, page 260).

Segments in the Transit editor

During import, Transit splits the text into "segments". These are the sections that you translate. These are also the sections of text which Transit searches for and replaces when it compares the text with existing translations.

Transit saves information for each segment so you can track exactly whether and how the segment was translated. Transit displays this information in the scratchpad window

(» [Information in the “Segment info” window](#), page 189).

Each segment has a status which provides you with information on the stage of the translation process the segment has reached. In effect, the status is an indicator of the “quality” of the segment. Transit can display this status in a column in the editor and also in the segment marker at the end of a segment:

32	☒	Consistent Terminology «32»
34	☒	Consistent terminology is a prerequisite of high-quality product information. «34»
35	☒	As you translate with Transit, the source text is continuously searched for terminology stored in the database. «35»
36	☒	Any terminology found is colour highlighted in the text and displayed with its translation in the [3>

Segment status: display options in the Transit editor

Under **View | Segments**, you can specify how Transit should display the segment status (» [Determining the appearance of text](#), page 408).

Please refer to » [Working with segment statuses](#), page 193 for more detailed information on using the segment status. To do this, it is essential that you always keep the segment status up to date while working in the editor (» [Changing the segment status while translating](#), page 156).

Changing the segment status while translating

In order for you to work efficiently and effectively with segment statuses, the status of a segment must always correspond to the last processing step taken for the segment. Transit offers you the following two options for this:

- You can automatically update the segment status during translation by confirming the translation for a segment with the keyboard shortcut ALT+INS, which sets the segment status to **Translated**.
- You can also manually assign the **Translated** status to a segment by selecting **Processing | Translate | Assign status**.



Automatically update the segment status during translation

We recommend that you ensure the segment status is automatically updated during translation. This allows you to track the course of the project and perform a statistical analysis of the translation.

Marking a segment as a draft

You can mark segments that you have not yet finished translating as drafts (e.g. if you want to clarify something or work on the wording). To do this, you can assign the special segment status **Draft**.

You can then filter these segments so that you can specifically display and finish them. To do this, select the segment status **Draft** as a filter criterion (» [Search and filter functions in the Transit editor](#), page 147 or » [Filtering segments according to segment information](#), page 200).



Tip: Use segment comments

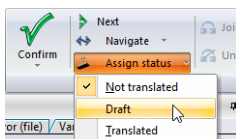
With segment comments you can make notes on draft segments, e.g. what you need to clarify or to improve (» [Entering and using comments](#), page 188).

When used as reference material, segments with **Draft** status are considered as untranslated segments:

- Fuzzy matches / Concordance search:
Transit normally does not display draft segments as fuzzy matches or in the concordance search (if a minimum status is set for the search; » [Settings for source language fuzzy search](#), page 168 and » [User preferences for dual concordance search](#), page 356).
- Reference material for pretranslation
Transit normally does not use draft segments for pretranslations (if a minimum status for pretranslation is set; » ["Pretranslation" project settings](#), page 109).

How do I mark a segment as a draft?

1. Place the insertion point in the segment you want to mark as a draft.
2. Select **Processing | Translate | Assign status | Draft**:



For these segments, Transit displays **Draft** as the segment status in the status bar and in the **Segment info** window (» [Information in the status bar](#), page 425 and » [Information in the "Segment info" window](#), page 189).

3. When you have finished translating the segment, assign the segment status **Translated** (**Processing | Translate | Assign status | Translated**).

Split a segment or join a segment to the next

In Transit, it is possible to split a source language segment "on the fly" during translation work at a particular position in the segment. It is also possible to join a source language segment to the next.

Splitting a segment may become necessary when Transit e.g. treats two sentences during segmentation as one segment because of a missing blank after the full stop in the original document.



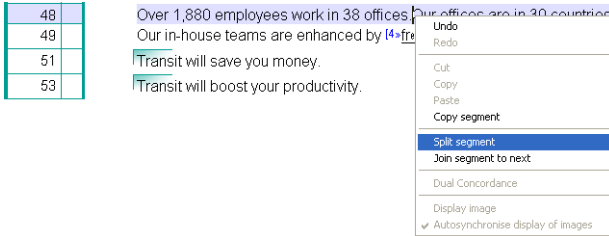
Constraints of this function

Splitting and joining of source language segments is only possible if the project has only one target language.

The joining of source language segments works only within a paragraph. Joining segments beyond paragraph boundaries is not possible.

How do I split a segment?

1. In the source language, right-click the position where the segment should be split in two.
2. In the context menu, select **Split segment**:



Split segment option

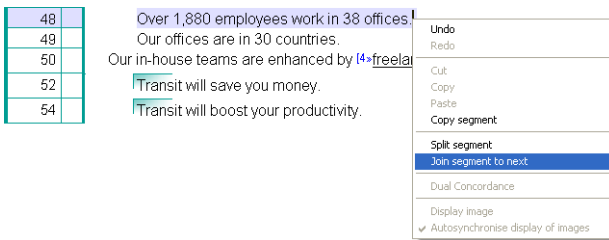
Transit splits the segment in the source language as well as the target language window at the desired position and updates the segment numbers of the following segments in both windows accordingly.

To undo the splitting, if required, follow the two steps described in » [How do I join a segment to the next?](#), page 158.

If you split a segment that has already been translated, the target language segment is split approximately at the same position as in the source language. Likely, you may need to slightly adapt the two resulting target language segments where necessary.

How do I join a segment to the next?

1. Right-click the source language segment that should be joined to the next.
2. In the context menu, select **Join segment to next**:



Join segment to next option

Transit joins the desired segment in the source and target language windows to the next segment and updates the segment numbers of the following segments in both windows accordingly.

To undo the joining, if required, follow the two steps described in » [How do I split a segment?](#), page 158.

Joining segments virtually and split virtually joined segments

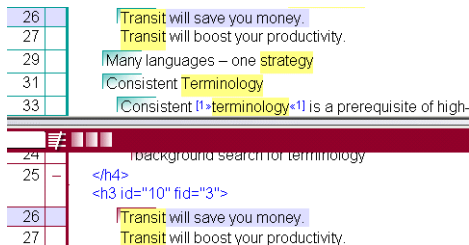
Transit gives you the option to virtually join segments. This may be of interest if content which is spread over two or more sentences or segments in the source language needs to be joined to become a single segment in the target language. This is predominantly the case with multilingual projects or for projects where the structure of the content is irregular (e.g. if sentences/units of meaning are interrupted by line breaks or similar).

Using the **Join** function, Transit can combine such segments. In Transit, segments which are 'virtually' joined in this way form a single unit, thus allowing the content to be translated according to requirements. However, the number of segments remains unchanged, meaning that the segmentation of all language pairs is still uniform. This function can be selected either from the ribbon bar, via **Processing | Translate | Join** or via a context menu from the editor (**Virtual segment join**).

Example:

A document in which the target language is English is being translated into German.

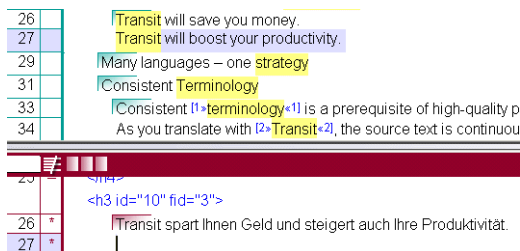
The sentences "Transit will save you money" and "Transit will boost your productivity" are to be joined in the target language (German) as follows: "Transit spart Ihnen Geld und steigert auch Ihre Produktivität"



Virtual segment joining: source situation

How do I virtually join segments?

1. Enter the translation into segment 26 and mark the segment as **Translated** using **ALT+INS**.
2. Delete the text 'Transit will boost your productivity' in segment 27 and mark this segment as **Translated** with **ALT+INS** as well:



Virtual segment joining: enter the translation in the first segment

- Right-click the segment which contains the translation (seg. 26) and select **Virtual segment join** from the context menu.

Transit joins the active segment and the following segment to become a single unit:

26		Transit will save you money.
27		Transit will boost your productivity.
28		More languages, see Transit .
<h4 id="9" fid="3"> background search for terminology </h4> <h3 id="10" fid="3"> Transit spart Ihnen Geld und steigert auch Ihre Produktivität.		
24		
25	-	
26	*	

Virtual segment joining: segments joined

In the segment-number column, you can see that the joined segments are assigned the number of the first segment, but that the number of other segments and their numbering have not changed.

If necessary, to separate the joined segments again, either select **Processing | Translate | Undo join** or right-click the segment and select **Undo virtual segment join** from the context menu.



Virtual segment joining

This function can only be used for adjacent segments. There must not be any segments only containing markups between these segments.

Transit also treats virtually joined segments as a single unit when they are used as reference material.

If required, you have the option to split virtually joined segments again at a later point in time.

How do I split virtually joined segments:

- Right-click the position where the virtually joined segments are to be split (in the example: behind „*Transit spart Ihnen Geld und*“).
- In the context menu, select **Split virtually joined segments**.

Transit splits the virtually joined segments at the cursor position. The segment part in front of the cursor mark stays in segment 26, the segment part behind the cursor mark is taken over to the following segment 27.

26		Transit will save you money.
27		Transit will boost your productivity.
29		Many languages – one strategy
31		Consistent Terminology
33		Consistent 1 terminology *1 is a prerequisite of high-quality p
34		As you translate with 2 Transit +2 , the source text is continuou

25		<h3 id="10" fid="3">
26	*	Transit spart Ihnen Geld und
27	*	steigert auch Ihre Produktivität.

Virtually joined segments split again

If the virtually joined segment consists of more than two joined segments, these segments continue to stay virtually joined. You may also split them, if needed.

Not permitting segments as reference material

You can prevent segments from being used as reference material.

Example: You know that the translation of a segment only makes sense in the current translation project. You therefore do not want it to be used as reference material in future projects.



Segments that are not permitted as reference material are not taken into consideration:

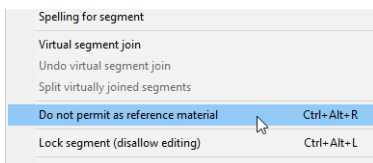
- For fuzzy matches for the current project
- For the pretranslation of future projects
- For fuzzy matches for future projects
- For the concordance search
- When creating a reference extract
- When compressing reference material
- When exporting the reference material to a TMX file

How do I prevent segments from being used as reference material?

1. To prevent an individual segment from being used as reference material, right-click the required segment in the target language window.

To prevent multiple segments from being used as reference material, highlight the required segments in the target language window and right-click the selection.

- In the context menu, select **Do not permit as reference material** (for an individual segment) or **Do not permit selected segments as reference material** (for multiple segments):



Instead of the context menu, you can also use the key combination CTRL+ALT+R. Transit displays a message explaining what “*Do not permit as reference material*” means.

- Confirm the message by clicking **OK**.

The segments then have the access status **Not as reference material**. This is displayed in the **Access status** field in the **Segment info** window (» [Information in the “Segment info” window](#), page 189).

How do I permit segments to be used as reference material again?

- To permit an individual blocked segment to be used as reference material again, right-click the required segment in the target language window.
To permit multiple blocked segments to be used as reference material again, highlight the required segments in the target language window and right-click the selection.
- In the context menu, select **Permit as reference material** (for an individual segment) or **Permit selected segments as reference material** (for multiple segments).

If all selected segments are blocked to be used as reference material, you can also use the key combination CTRL+ALT+R instead of the context menu.

The segments are then permitted as reference material again.



Context menu entries for blocking and permitting

If you have selected multiple segments, the context menu may display two entries:

- **Do not permit selected segments as reference material**
- **Permit selected segments as reference material**

This is the case if your selection contains both blocked and permitted segments.

Preventing/ permitting the editing of segments

You can lock segments to prevent it from being edited.

Examples:

- A segment contains a language-neutral company name or a global slogan. The segment should therefore not be translated.
- A segment has been pretranslated; for regulatory reasons, the pretranslation should not be changed.



Locking protects against accidental editing

Locking a segment prevents the segment from being accidentally edited. However, it does not provide absolute protection against changes and can be switched off again at any time via the context menu.



Before locking, assign an appropriate segment status

If a segment has been locked to prevent editing, its segment status can also not be changed. You should therefore assign an appropriate segment status before locking the segment.

Examples:

- If a segment contains a language-neutral company name or global slogan, assign it the status `Translated` before locking it.
- Before locking the pretranslated segment, assign it the status `Checked 2`.

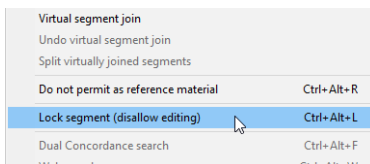


Defining the text and background colours for locked segments

In the **Colours and fonts** user preferences, you can define how locked segments are displayed (Font: `locked segments` and Background: `locked segments`).

How do I lock segments and prevent them from being edited?

1. To lock an individual segment, right-click the required segment in the target language window.
To lock multiple segments, highlight the required segments in the target language window and right-click the selection.
2. In the context menu, select **Lock segment (disallow editing)** (for an individual segment) or **Lock selected segments (disallow editing)** (for multiple segments):



Instead of the context menu, you can also use the key combination CTRL+ALT+L.

The segments then have the access status `Read only`. This is displayed in the **Access status** field in the **Segment info** window (» [Information in the “Segment info” window](#), page 189).

How do I unlock segments and permit them to be edited again?

1. To unlock an individual segment, right-click the required segment in the target language window.
To unlock multiple segments, highlight the required segments in the target language window and right-click the selection.
2. In the context menu, select **Unlock segment (allow editing)** (for an individual segment) or **Unlock selected segments (allow editing)** (for multiple segments).
If all selected segments are locked, you can also use the key combination `CTRL+ALT+L` instead of the context menu.

The segments can then be edited again.



Context menu entries for locking and unlocking

If you have selected multiple segments, the context menu may display two entries:

- **Lock selected segments (disallow editing)**
- **Unlock selected segments (allow editing)**

This is the case if your selection contains both locked and unlocked segments.

Fuzzy matches

Overview Transit automatically suggests translations (“*fuzzy matches*”). To do this, Transit searches the reference material and all language pairs of the project (including language pairs that are not open).

Transit displays the fuzzy matches in the green **Source Fuzzy** window (» [Fuzzy window](#), page 165). For information on how to edit and accept fuzzy matches, see » [Accepting fuzzy matches](#), page 167.



Tip: Automatic target language search for segments without fuzzy matches

If no match is found in the source language, Transit can search for similar target language texts in the reference material while you are entering translation (» [Target language fuzzy search](#), page 170).

Fuzzy window Transit displays fuzzy matches with the following information:

Source Fuzzy	
91%	d:_currentprojects\Localization\Nxt_Word\REF\Word_ref3
Ref	As you translate with Transit , the source text is continuously searched for terminology stored in the database .
New	As you translate with Transit , the source text is continuously searched for terminology stored in the project dictionary .
Ref	Während Sie mit Transit übersetzen, wird für den Ausgangstext ständig nach Terminologie gesucht, die in der Datenbank gespeichert ist.

Fuzzy match from the file system

Source Fuzzy	
85%	d:_currentprojects\Localization\Nxt_Word\REF\Word_ref3
Ref	Over 1.700 employees work in 35 offices.
New	Over 1.860 employees work in 37 offices worldwide
Ref	Über 1.700 Mitarbeiter arbeiten in 35 Niederlassungen.
2/1/0/0	Über 1.860 Mitarbeiter arbeiten in 37 Niederlassungen.

Fuzzy match with adapted markups and numbers

24	detailed analysis of projects and costs«24»
26	context-based translation memory engine«26»

Source Fuzzy	
50%	d:_currentprojects\Localization\Nxt_Word\REF\Word_ref3
Ref	detailed project analysis
New	+++ Segment concordance +++
Ref	ausführliche Projektstatistik

Current segment and segment concordance match

- First line:
 - Quality (= similarity) of the match
 - Icon to open the reference language pair
 - For fuzzy matches from the file system: Path of the reference language pair
 - For fuzzy matches from a TM Container: Attributes of the reference language pair




- Second line:
 - Icon for language direction of the reference segment (» [Language direction of the reference segment](#), page 166)
 - Source language reference segment
- Third line: Current source language segment that you have to translate
 Transit highlights differences between the reference segment and the current segment using lines or text colours (» [User preferences for dual fuzzy search](#), page 359, **Display updates as** option).
- Fourth line: Target language reference segment
- Fifth line (for automatically adapted fuzzy matches only):
 - Number and types of adaptations:
 - 1st digit: Adapted numbers
 - 2nd digit: Adapted markups
 - 3rd digit: Adapted user-defined exceptions
 - 4th digit: Adapted terminology
 Example 2/1/0/0: Two numbers and one markup have been adapted.
 - Automatically adapted fuzzy match

If Transit has found several fuzzy matches, they are sorted by quality with the best matches displayed on top. You can navigate between the fuzzy matches using the PLUS and MINUS keys (numeric keypad).

Language direction of the reference segment

Transit's translation memory is multilingual and multi-directional. This allows Transit to flexibly use the translation memory in subsequent projects into any target language.

Transit can indicate the language direction of the reference segment by symbols in the fuzzy window:

	Language direction	Meaning
	Identical	The fuzzy match derives from a reference translation with the same language direction. The target language of the current segment was also the target language of the reference segment.
	Vice-versa	The fuzzy match derives from a reference translation with reverse language direction. The target language of the current segment was the source language of the reference segment and vice versa.
	Indirect	The fuzzy match was generated from two target languages of a multilingual project. The source and target languages of the current segment were both target languages of the reference segment.



Language direction	Meaning
Pivot	<p>The fuzzy match was generated from different segments using a third language as "pivot language" or "relay language" (only in conjunction with TM Container).</p> <p>The source language of the current segment was the source language for the translation into a pivot language. Another reference segment was translated from the pivot language into the current target language.</p>

This information can be helpful if you use reference material from multilingual projects or with different language directions. Otherwise you may hide the icon (» [User preferences for dual fuzzy search](#), page 359, **Display icon for language direction** option).

Accepting fuzzy matches Transit searches for fuzzy matches when you request a fuzzy match with ALT+ENTER or confirm the translation of the previous segment with ALT+INS.

You can navigate between the fuzzy matches using the PLUS and MINUS keys (numeric keypad).

You have the following options for each fuzzy match:

- Edit the fuzzy match

You can edit the fuzzy match:

 - Directly in the fuzzy window (before you accept it for the current segment).
 - In the current target language segment (after you have accepted the fuzzy match)
- Accept the fuzzy match

Press the key combination ALT+ENTER or right-click on the fuzzy match and select **Accept translation** in the context menu.

If the fuzzy match was automatically adapted, you can also accept the original reference segment. To do this, right-click the fuzzy match and select **Accept unaltered translation** in the context menu.
- Accept a part of the fuzzy match

Select text within the fuzzy match, right-click your selection, and select **Replace target segment with selected text** in the context menu.

This replaces the previous content of the current segment with the selected text from the fuzzy match.
- Apply fuzzy match and confirm segment

In the user preferences, you can specify whether you can accept and confirm with one key combination (» [User preferences for dual fuzzy search](#), page 359, option **Use ALT+INS to accept fuzzy match and to confirm segment as translated**).

In this case, when pressing ALT-INS, the previous content of the current segment is replaced by the translation from the fuzzy match and the current segment is confirmed as translated.

For segment concordance search matches, the shortcut is not supported until you have changed the matches in the Fuzzy window.

- Open the reference file of a fuzzy match

Double-click the icon to the left of the reference file path or right-click the fuzzy match and select **Open reference file** in the context menu.

This allows you to check the context of the fuzzy match and also correct errors in the reference material if necessary.



“Current segment differs from reference segment” message

If you accept a fuzzy match with a quality lower than 100% and without changing it, Transit can display the following message when confirming the segment:

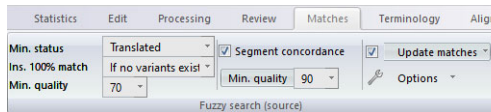
Current segment differs from reference segment.
Should Fuzzy Match still be used unchanged?

Doing so, Transit prevents you from accidentally confirming the fuzzy match without having adapted it to match the current segment. In this case you should carefully check to ensure that you really do not need to adapt the fuzzy match.

You can specify whether or not you want Transit to display this message (» [User preferences for dual fuzzy search](#), page 359, **Warn if fuzzy match is confirmed without changes** option).

Settings for
source language
fuzzy search

In the ribbon, you can define settings for the source language fuzzy search:



Under **Matches | Fuzzy search (source)** you specify settings for source language fuzzy search

- **Min. status:** Transit will only take those segments into account which are of the selected status or higher (» [Working with segment statuses](#), page 193).
 - In order to display fuzzy matches from translated segments only, set the minimum status **Translated**.
 - If you are also using reference material created by alignment, we recommend **Alignment** checked as the minimum status (» [Interactive alignment](#), page 318).
 - If you select **Ignore**, Transit takes all segments into account and also displays untranslated fuzzy matches.
- **100% match:** Transit can automatically insert fuzzy matches with a 100% similarity into the target language and confirm them as translated (i.e. if the current segment and the reference segment are identical in the source language).
 - **Always:** Every 100% match is accepted and confirmed automatically.
 - **If no variants exist:** 100% matches are only accepted and confirmed automatically if no translation variants exist (i.e. several identical source

language reference segments with different translations). In this case, 100% matches with translation variants are displayed in the fuzzy window.

- **Never:** 100% matches will not be accepted and confirmed automatically but will be displayed in the fuzzy window.

- **Quality:** Transit only displays fuzzy matches that have at least the specified quality (= similarity).

- **Segment concordance:** Transit automatically starts a segment concordance search if no fuzzy match is found.

Quality: Transit only displays segment concordance search matches that have at least the specified quality (= similarity).

- **Update matches:** Transit automatically adapts fuzzy matches to source language changes (details as in » [User preferences for dual fuzzy search](#), page 359).

In the **Options** list you can specify the following:

- **Bubble window:** Transit displays fuzzy matches in a bubble window.
- **Fixed window:** Transit displays fuzzy matches in the Fuzzy window (» [Fuzzy window](#), page 165).
- **Automatic search:** When Transit navigates to the next segment to be translated after confirming a segment, it automatically searches for fuzzy matches.

If the option is deselected, you must always request fuzzy matches with ALT+ENTER.

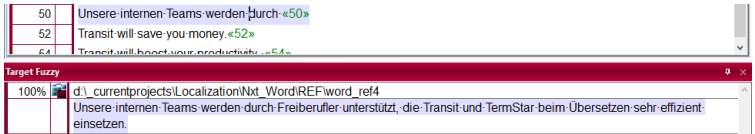
- **Match case:** Transit considers the case.

If this option is deselected, Transit does not distinguish between upper and lower case. Fuzzy matches are then also considered as 100% matches if the current segment and reference segment differ in upper/lower case.

Via the ribbon bar, you can configure additional fuzzy search options. To do this, select **Matches | Fuzzy search (source)** or **Fuzzy search (target)**.

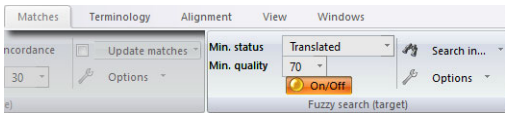
Target language fuzzy search

If **no** fuzzy match is found in the source language and you start to type the translation, Transit can search for similar target language texts in the reference material. These target language matches are displayed in the red **Target Fuzzy** window:



Current segment and target language fuzzy search

In the ribbon, you can switch on the target language fuzzy search and specify its settings:



Under **Matches | Fuzzy Search (Target)** you can switch the target language fuzzy search on and off.

- **On/Off:** This button switches the automatic target language fuzzy search on or off. If the search is switched on, Transit automatically starts a target language search if no fuzzy match is found and you enter text in the current segment.
- **Status and quality:** Same as for fuzzy search (source) (» [Settings for source language fuzzy search](#), page 168).
- **Search in ... Reference material:** Transit searches in the reference material of the project.
- **Search in ... Working folder:** Transit searches in the language pairs located in the project working folder (including language pairs of the project which are not opened).

Under **Options** you can specify the following:

- **Bubble and Fixed window:** Same as for fuzzy search (source) (» [Settings for source language fuzzy search](#), page 168).
- **Phrase search:** Transit searches the target language words in the exact order.



“Search in ...” only relevant for target language search

The **Search in ... reference material** and **... working folder** options are only relevant for the target language fuzzy matches.

The “normal” source language search for fuzzy matches (» [Fuzzy matches](#), page 165) always takes into account the reference material of the project and the language pairs in the working folder.

Machine translation

Overview Machine Translation (MT) systems can be used when working with Transit in the following ways:

- Editor MT

Editor MT means that you access the MT system directly during translation in the Transit editor and interactively request machine translations (» [Requesting a machine translation interactively](#), page 171).

The settings for Editor MT are user-specific and can be defined in the **Machine translation** user preferences (» [User preferences for Editor MT](#), page 367).

- Import MT

Import MT means that Transit accesses the MT system when the project is imported. This allows Transit to generate MT suggestions during import and make them available to the user during the subsequent translation.

The settings for Import MT are project-specific and can be defined in the project settings, under the **Machine translation** tab (» ["Machine translation" project settings](#), page 117).

MT suggestions are displayed in the fuzzy window, together with the fuzzy matches (» [MT suggestions in the Fuzzy window](#), page 172).



Import MT as optional function

Accessing MT systems when importing the project is an optional function in Transit. If you want to enable Transit to use an MT system as Import MT, contact the STAR Group (» [Contact](#), page 2).



Translator information for STAR MT

In » [Document "Translator info: Using STAR MT suggestions"](#), you will find out how to use translation suggestions from STAR MT in Transit. There you are in the right place if you are receiving projects (PPF files) from your project manager and these projects contain suggestions from STAR MT.

You can find the document on our website in the section » [Downloads | Transit & TermStar](#).

Requesting a machine translation interactively **How do I request a machine translation interactively?**

1. Right-click the segment to be machine translated.
2. In the context menu, select **Request machine translation**.

Instead of the context menu, you can also use the shortcut ALT+M.

MT suggestions in the Fuzzy window Transit displays the machine translation in the **Source Fuzzy** window:

Source Fuzzy	
	Machine translation (Editor MT)
New	Fahren Sie mit Ihrer Übersetzung fort.
MT	Continue with your translation.

The first line indicates whether the suggestion comes from Editor MT or Import MT.

Just like a fuzzy match, you can edit the MT suggestion and accept it for your translation.



Tip: Define the position in which Import MT suggestions are displayed.

In the project settings, you can specify how **Import MT** suggestions are sorted in the fuzzy window: Above the best fuzzy match or in the same way as a fuzzy match with a certain quality (» ["Machine translation" project settings](#), page 117).

Suggestions that you request interactively (Editor MT) are always displayed at the top. This way the MT suggestion can be compared with the fuzzy match of the highest quality.

MT and markups Many MT systems can also process markups. This means that source language formatting is usually transferred to the target language in the appropriate position:

Source Fuzzy	
	Machine translation (Import MT)
New	Bestätigen Sie die Meldung mit <F>>[1:2>OK<2:1<<F>.
MT	Confirm the message with <F>>[1:2>OK<2:1<<F>.

Machine translation with automatically positioned markups

If the MT system does not support markups, Transit transfers the segment to the MT system without markups and receives back a machine translation without markups:

Source Fuzzy	
	Machine translation (Editor MT)
MT	Bestätigen Sie die Meldung mit OK.
New	Bestätigen Sie die Meldung mit <F>>[1:2>OK<2:1<<F>.
MT	Confirm the message with OK.

MT system without markup support: Transit sends the segment as plain text (first **MT** line).

In this case, you have to assign the markups yourself afterwards after accepting the MT suggestion for your translation.

Markups in the Transit editor

Overview During import, Transit separates the formatting information from the text and saves the former to a special file in the working folder. Transit inserts “*markups*” in the text in place of the formatting information. These markups contain information defining which formatting information from the original file will be applied in their place. For example, if a word is assigned the markup ``, this means that this term will be displayed with 'bold' formatting. Markups may also be text formatted in italics, a footnote or a hyperlink. Some markups can also contain text which must be translated (e.g. text which should be displayed in HTML files in the place of an image file). While exporting a translated document, Transit replaces the markups again with the corresponding formatting information.

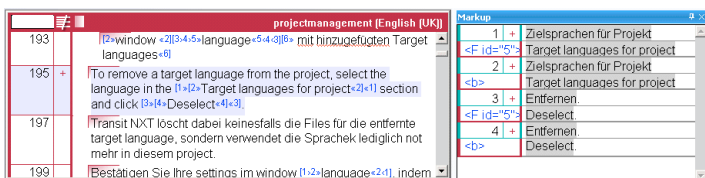
Transit can represent these markups in numerical form using *markup IDs*. They link the source language markups to the corresponding passages in the target language segment, i.e. each markup ID in a source language segment has an equivalent in the target language part of the segment pair. For the translation to be correctly formatted, the user must assign these markup IDs to the corresponding words or blocks of text in the target language segment. As in previous versions you can also display the markups in their short or long form. However, it is recommended that you usually work with markup IDs, as this method provides a better overview and makes your work more efficient.

In » [Working with markup IDs](#), page 173, you can find information on markup types and how to use them.

Working with markup IDs To display the Markup IDs, the user must select the **Markup ID** option under **View | Text/Markups | Options**.

Markups can either be processed 'on the fly', during your translation work, as is described in this section, or in a separate working step using markup mode » [Checking markups](#), page 260).

The Markup window The **Markup** window (right) contains basic information on the markups in the active segment:



Transit editor, target language pane and Markup window

The **Markup** window (right) contains the following information:

- The markup which is assigned to the markup ID in question (e.g. bold, italic or hyperlink). The markup is displayed in its complete form in a field under the markup

ID, in the above example with `` for bold and `<F id="5">` for a specific text emphasis.

- The source and target language terms to which the markup has been assigned, in this case *Zielsprachen für Projekt* and *Entfernen*.
- In the above example, the IDs '2' and '4' stand for bold formatting, and the ID '3' stands for a specific text emphasis.
- A '+' in the field immediately to the right of the ID shows that the markup has been assigned in the target language.

The markup IDs are numbered by paragraph. The contents of the **Markup** window are for information purposes only and cannot be edited.



Displaying the markup type directly in the segment

Additionally to the markup ID you can display the markup type in the Transit editor. This way you can see directly in the segment which function a markup has (e.g. a certain formatting, a footnote reference, an index marker, an image reference, etc., » [Displaying the markup type directly in the segment](#), page 175).

Markup	Description	Example
Pair	The basic markup pair. A word or section of text is enclosed by a markup.	The negation in the example sentence is formatted in bold: The files must [1]>not<<1] be deleted.
Grouped pair	Two markup pairs are applied to one string. The markup pairs start and end at the same place in the text.	The negation is formatted in bold and italic: The files must [1]>>not<<2<1] be deleted.
Nested pair	Two markup pairs whereas inside the outer markup pair, another markup pair exists.	The entire example sentence is formatted in italic. The negation, inside this markup, is also formatted in bold: [1]>>The files must [2]>not<<2] be deleted.<<1]
Pair merged in target language	Two identical markup pairs which are separated from one another in the source language segment are merged in the target language segment.	Source language: [1]>>Dual Fuzzy search<<1] is an excellent [2]>>function<<2]. Target language: Die [1+2]>>Dual Fuzzy-Funktion<<1+2] ist hervorragend.
Pair duplicated in target language	A markup pair in the source language segment is duplicated as two identical markup pairs in the target language segment.	Source language: [1]>>Select<<1] the following option: Target language: [1]>>Wählen<<1] Sie die folgende Option [1]>>aus<<1]:

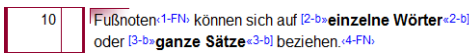
Markup pairs and markup points

Markup	Description	Example
Point	A markup point refers to a cross-reference or an image.	The example sentence contains a reference <code></code> to an embedded image file. The files <code><1></code> must not be deleted.
Editable point	An editable markup point is a cross-reference containing text which must be translated.	The cross-reference for the embedded image file contains text which is relevant for the translation: The files <code><1><"Product Info"></code> must not be deleted.
Grouped point	Two consecutive markup points are grouped together.	The example sentence contains two (or possibly more) cross-references to embedded image files. The files <code><1_2></code> must not be deleted.

Markup pairs and markup points (cont.)

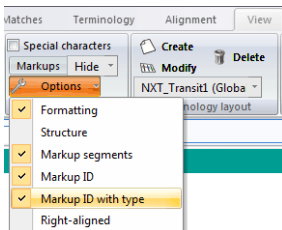
Displaying the markup type directly in the segment

Additionally to the markup ID you can display the markup type in the Transit editor (» [Displayed abbreviations for markup type](#), page 427). This way you can see directly in the segment which function the markup has and can use further functions (i.e. » [Working with footnotes and indices](#), page 178).



Segment containing footnote references (FN) and bold formatting (b)

Activate the **Markup ID** and **Markup with type** options under **View | Text/Markups | Options** to display the markup IDs and the type of the markup.



You can display the type additionally to the Markup ID.

Transit displays the type as follows:

Markup	Display of the type	Example
Markup pair	aaa [1-type]>>bbb<<type-1] ccc	The negation in the example has been assigned the markup <code></code> for bold: The files must [1-b]>>not<<b-1] be deleted.

Examples for markup pair and markup point

Markup	Display of the type	Example
Markup point	aaa <1-type> bbb	The example contains a footnote reference: The files<1-FN> must not be deleted.

Examples for markup pair and markup point

Inserting and copying markups during translation

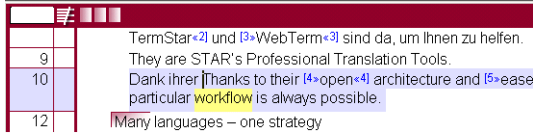
If you decide to adapt the markups in the target language 'on the fly', i.e. during translation, it is beneficial to use the available keyboard shortcuts for this task, instead of the mouse:

Function	Ribbon bar	Shortcut
Show or hide the markup IDs in the active window	View Text/Markups Options Markup ID	F6
Go to the previous markup without assigning the current markup	Processing Markup assignment Previous	SHIFT+F8
Start markup mode for the current segment	Processing Markup assignment On/Off Segment	F9
Start markup mode for all segments with markups	Processing Markup assignment On/Off All segments with markups	SHIFT+F9
Start markup mode for all segments in which target language markups are missing	Processing Markup assignment On/Off Only segments with unassigned markups	CTRL+F9
Ungroup grouped markups	Processing Markup assignment Ungroup	CTRL+F10
Regroup a series of markups	Processing Markup assignment Regroup	SHIFT+F10
Assign current markup; the cursor jumps to the next markup	Processing Markup assignment Assign & next	F11
Go to the next markup without assigning the current markup	Processing Markup assignment Next	SHIFT+F11
Leave without markup if a source language markup is not needed in the target language; the cursor jumps to the next markup	Processing Markup assignment Empty & next	CTRL+F11
Assign the markup corresponding to the ID number		CTRL + Markup ID
Delete markup	Processing Markup assignment Delete	CTRL + Markup ID + DEL
Delete all markups in the segment	Processing Markup assignment Delete all	

Markup commands

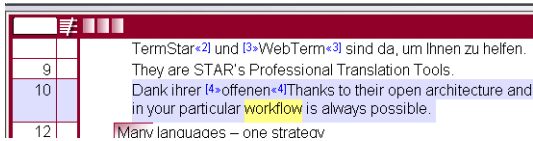
How do I insert markups during translation?

1. Place the cursor at the point where you want to insert the markup, then press the CTRL key and the number for the markup ID you want to insert (e.g. CTRL + 4).



Position the cursor, press CTRL and the number for the markup ID

2. Then begin to enter the text to which the markup should be assigned. The markup is inserted when you enter the first character:



Entering text in a markup string

3. Press the right arrow key to leave the markup string and continue the translation.

How do I delete individual markups?

1. To delete individual markups which have been incorrectly placed during the translation process, or which are redundant, select **Processing | Markup assignment | Delete**.

Transit deletes the markup completely. If the markup is part of a pair, Transit will also delete the other markup which indicates the start or end of a type of formatting.

2. Proceed as described in » [Inserting and copying markups during translation](#), page 176 to insert any missing markup in its correct position.

How do I delete all markups in a segment?

1. To delete all markups in the segment you are currently working on, select **Processing | Markup assignment | Delete all**.

Transit deletes all markups in the segment.

2. To reinsert markups, if applicable, proceed as described in » [Inserting and copying markups during translation](#), page 176.

Working with footnotes and indices

Footnotes/indices: Reference and content Footnotes and indices are “anchored” at a position in the text flow and contain text (content of the footnote or index entry). For those elements to be translated correctly, Transit imports them as follows:

- Transit inserts a markup at the position where the footnote reference or the index marker is anchored. This way you can translate the referencing segment like a normal segment and have to adjust only the position of the markup (i.e. of the reference).
- Transit saves the footnote content or the index entry as a separate segment. This way you can translate the content as an individual segment.

However, footnote/index entry and referencing segment need to be considered as a unit during translation: Footnote and index entry can only be translated correctly in the context of the referencing segment. The footnote can contain important additional information for translating the referencing segment.

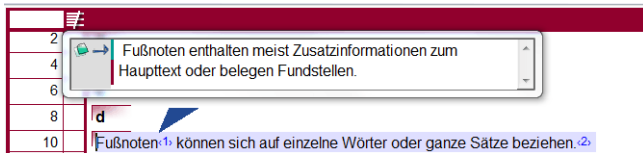
Using the additional functions for displaying and navigating, you keep an overview between reference and content – especially with documents containing a large number or extensive footnotes and indices:

- Bubble window for footnotes and indices (» [page 178](#))
- Navigating between reference and content (» [page 179](#))

Bubble window for footnotes and indices Transit displays the content of the footnote or the index in a bubble window when you move the cursor to the markup of the reference.

Alternatively you can use the keyboard shortcut CTRL+<ID>, CTRL+F1.

Example: In order to display the content of the footnote that is referenced by markup <1>, press the keyboard shortcut CTRL+1 and then CTRL+F1.



The bubble window automatically displays the target language content of the footnote or index entry.

Via the icons you can additionally use the following functions:

- Display/hide source language content: Transit additionally displays the source language text of the footnote or index entry.
- Edit footnote/index entry: Transit navigates to the segment containing the content of the footnote or index entry.

If you do not want bubble windows to be displayed, switch it off in the user preferences (» [User preferences for the Transit editor](#), page 353).

- Navigating between reference and content** Additionally you can navigate between the referencing segment and the segment containing the content of the footnote or index entry via the context menu or keyboard shortcuts:
- Navigating from the reference to the footnote or index entry:
 - Right-click the markup of the reference and select **Edit footnote** or **Edit index entry** from the context menu.
 - Alternatively you can use the keyboard shortcut CTRL+<ID>, CTRL+R.
Example: In order to edit the footnote that is referenced by markup <1>, press the keyboard shortcut CTRL+1 and then CTRL+R.
 - Navigating from the footnote or the index entry to the reference:
 - Right-click in the segment containing the content of the footnote or index entry and select **Return to footnote reference** or **Return to index anchor** from the context menu.
Alternatively you can use the keyboard shortcut CTRL+R.

Working with terminology

Overview A key component of Transit is the TermStar terminology management system. In TermStar, you can create dictionaries and save general or project-specific terminology to them. You will find detailed information on TermStar in the » [TermStar User Guide](#). If you have created a TermStar dictionary for your terminology, you can assign it to a Transit project (» [“Dictionaries” project settings](#), page 106). If you do this, Transit also opens the dictionary simultaneously with the project.

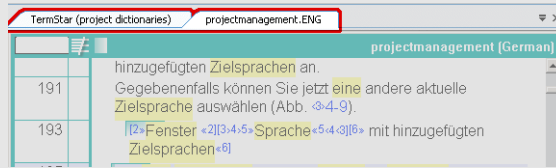
You use terminology in Transit in the following ways:

- View terminology suggestions in dictionaries for the active segment and transfer these to your translation (» [Transferring a translation from the dictionary](#), page 183).
- Check terminology to determine whether you used the translations from the dictionaries (» [Checking terminology](#), page 257).
- Automatically accept all terms from the dictionary (» [Inserting all terms into untranslated segments](#), page 187).



Switching between the Transit editor and TermStar dictionary

You can switch back and forth between the Transit editor and the TermStar project dictionary by using the keyboard shortcut CTRL+TAB or by clicking on the corresponding tab:



Tabs with TermStar project dictionaries and Transit language pair projectmanagement.ENG

You can add terminology while you are translating in Transit. The following options are available:

- Selecting words and adding to dictionary (» [page 184](#))
- Adding terminology to the dictionary using rapid entry mode (» [page 186](#))
- Adding terminology suggestions based on markups to the dictionary (» [page 187](#))



Analysing specialist terminology before starting the translation

Terminology extraction allows you to transfer new technical terms of a translation project to a dictionary before you start translating (» [Extracting terminology from language pairs](#), page 79).

Opening dictionaries



Creating, editing and managing dictionaries

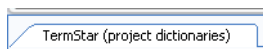
Please refer to the » [TermStar User Guide](#) for details about creating, managing and linking dictionaries and databases.

For information on importing and exporting terminology, please refer to the » [Document "TermStar: Importing / Exporting Terminology"](#).

You have to open the dictionary before you can browse through the terminology or edit it.

When you open a project, Transit automatically opens the dictionaries contained in the project.

Transit displays all the project dictionaries as a single virtual dictionary in one tab. In the tab bar, Transit displays **TermStar (project dictionaries)**:



TermStar (project dictionaries) tab bar in the virtual dictionary

Using the **Open dictionaries** window you additionally have the following options:

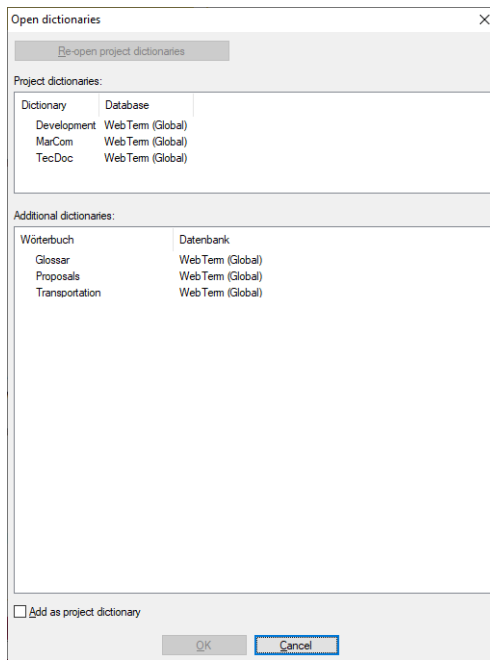
- Opening the project dictionaries again
If you have accidentally closed the project dictionaries of the currently opened project, you can open them again.
- Opening an individual project dictionary additionally in a separate tab
You can open each project dictionary additionally in a separate tab (e.g. to display one project dictionary with various views side-by-side).
- Opening a dictionary independently of a project
You can open a dictionary independently of a project in a separate tab.
In this case, Transit uses default settings (e.g. German and English as the source and target languages).
We recommend you work with project dictionaries as projects make your work more effective and more functions are available this way.

How do I open the “Open dictionaries” window?

1. Select **Dictionaries | Open dictionary** from the resource bar.

Alternatively, you can also click the **Transit** symbol and select **Open dictionaries**.

Transit displays the following window:



- **Project dictionaries** section: Lists all project dictionaries and the corresponding database. If they are opened, a symbol is displayed in front of each project dictionary.
- **Additional dictionaries** section: Lists all additionally existing dictionaries and the corresponding database. If a dictionary has already been opened in a separate tab, a symbol is displayed in front of it.

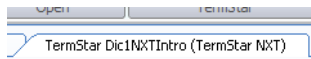
Clicking in the column headers **Dictionary** and **Database** allows you to sort the dictionary or database names alphabetically, in ascending or descending order, in order to obtain a better overview.

How do I open the project dictionaries again?

1. In the **Open dictionaries** window, click **Re-open project dictionaries**.
Transit displays the project dictionaries of the currently opened project as a single virtual dictionary in one tab again.

How do I open a project dictionary additionally in a separate tab?

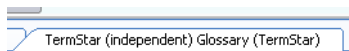
1. In the **Project dictionaries** section of the **Open dictionaries** window, select the desired project dictionary.
2. Confirm your selection by clicking **OK**.
Transit displays the individual project dictionary in a separate tab. In the tab bar, Transit displays the names of the dictionary and the database:



Tab title of the individually opened project dictionary Dic1NXTIntro in database TermStar NXT

How do I open a dictionary independently of the project?

1. In the **Additional dictionaries** section of the **Open dictionaries** window, select the desired dictionary.
The option **Add as project dictionary**, underneath the selection list, allows you to add the selected dictionary to the current project.
Do not select this option if you want to open the dictionary independently of a project.
2. Confirm your selection by clicking **OK**.
Transit opens the dictionary independent of a project in a separate tab. In the tab bar, Transit displays **(Independent)** in addition to the dictionary and database name:



Tab bar of the independent Glossary dictionary in the TermStar database

Transferring a translation from the dictionary Transit automatically searches the project dictionaries for appropriate language entries while you translate. By default, Transit carries out a morphological search and also finds declined or conjugated forms of existing language entries. If required, you can determine that Transit displays only exact matches.

Dictionary entries which have been found in TermStar are highlighted by default with a yellow background and displayed in the **Terminology** window. When translating a segment, there are several ways to accept a term:

- Replace a word with its translation from the project dictionary.
- Select the translation which will replace the word, if more than one translation is found.
- Insert a translation without replacing a word.

Transit can also automatically accept all terms from the dictionary (» [Inserting all terms into untranslated segments](#), page 187).



Morphological support for more than 80 languages and language variants

Transit supports morphology-based search for the following languages and their variants:

German, English, French, Italian, Spanish, Basque, Catalan, Czech, Danish, Dutch, Hungarian, Norwegian, Polish, Portuguese, Romanian, Russian, Slovak, Slovene, Swedish.



Dynamic Linking for dictionary suggestions

Dynamic linking allows you to display current usage examples for dictionary suggestions from your project and reference material. To do this, Transit displays the segment pairs in which identical or similar terms occur (» [Dynamic Linking](#), page 235).

How do I replace a word with its translation from the dictionary?

1. Place the cursor onto, or at the beginning of, the word you wish to replace.

Transit shows the dictionary entry in the **Terminology** window.

2. To accept this translation, press the keyboard shortcut ALT+T

Transit replaces the selected word with the translation from the project dictionaries.

If you also want to change the case of the initial letter when inserting the term, press ALT+SHIFT+T instead of the shortcut mentioned above.

How do I select the term to replace a word when there are several dictionary suggestions?

1. Place the cursor onto, or at the beginning of, the word you wish to replace.

Transit shows the dictionary entries in the **Terminology** window.

2. To accept the translation, press the keyboard shortcut ALT+K, <letter>.

<letter> here refers to the letter which is in front of the particular translation in the **Terminology** window.

Transit replaces the selected word with the translation selected.

If you also want to change the case of the initial letter when inserting the term, press ALT+K, SHIFT+<letter> instead of the keyboard shortcut mentioned above.

How do I insert a translation from the dictionary without replacing the source language word?

1. Position the cursor at the position at which you wish to insert the translation.
Transit shows the dictionary entries in the **Terminology** window.
2. To accept the translation, press the shortcut ALT+G, <letter>.
<letter> here refers to the letter which is in front of the particular translation in the **Terminology** window.

Transit inserts the translation selected at the cursor position.

If you also want to change the case of the initial letter when inserting the term, press ALT+G, SHIFT+<letter> instead of the keyboard shortcut mentioned above.



If Transit inserts a space as the translation from the dictionary

Consider the following scenario: Transit indicates that it has found a language entry in the dictionary, that you want to accept; however Transit only enters a space. This may be explained by the following:

Transit highlights a word if it finds it as a source language entry in the dictionary. This is the case even if there is no language entry in the dictionary for your current target language, (but for other languages which you are not working with at the moment). If you then want to transfer the (non-existent) translation from the dictionary, Transit inserts a space because no translation is available.

If your dictionary is incomplete and does not contain a target language entry for every source language entry, you have the following options:

- In the Terminology search user preferences, you can select the **if target language exists** option under **Display in "Terminology" window**. The **Terminology** window will then only display the entries which have a translation in the currently selected target language.
- You can create a separate dictionary containing only data records which have a term in both the source and target language.

Selecting words and adding to dictionary

You can select words in the source and target language and immediately add them to the current dictionary. Which dictionary this is can be specified in the project settings (» ["Dictionaries" project settings](#), page 106).

Transit checks if the source language term already exists in the target dictionary. In this case, you can choose:

- If the term has a different meaning than the existing data record, select **New data record**.
TermStar creates a new data record with source language term and target language term.

- If the term has the same meaning as the existing data record, select **Insert**.
TermStar inserts the target language term as an additional language entry in the existing data record.

How do I add selected terms to the current dictionary?

1. Select the term in the source language and the translation in the target language.
2. Select **Terminology | Creation | Insert selected**.

Transit checks the terms:

- If source language term and target language term already exist in the current dictionary, Transit displays the following message:

Data record "... " already exists.

To avoid duplicates, the terms are not added to the dictionary.

- If source language term already exists in the current dictionary, Transit displays the following message:

Entry "... " already exists.

You have the following options:

- **New data record:** Create new data record (for new meaning).
- **Insert:** Add target language term to the existing data record.
- **Cancel:** Do not add terminology.
- If source language term and target language term already exist in another dictionary, Transit displays the following message:

This data record exists in another dictionary.
Create new data record?

You have the following options:

- **Yes:** Create new data record (in the current dictionary).
- **No:** Do not add terminology.

Transit inserts the terminology into the target dictionary.

Adding terminology to the dictionary using rapid entry mode

With the rapid entry function, you can add terms and additional information to the dictionary (e.g. subject, context). In addition, you can also select to which project dictionary the terminology should be added.

How do I add terminology to a project dictionary using the rapid entry function?

1. Select **Terminology | Creation | Rapid entry**.

Transit displays the following window:

2. Check and correct the settings for the new terminology:
 - Target dictionary to which the terminology is added
 - Source language term...
 - Target language term

The rapid entry mode may also display other fields, for which an input verification has been defined. You can specify these fields in the dictionary settings (» [TermStar User Guide](#)).

3. Confirm your entry with **Save**.

Transit checks the terms:

- If you have defined the same terms for source language and target language, Transit displays the following message:
Source and target language terms are identical. Do you really want to add the identical terms to the dictionary?
You have the following options:
 - **Yes:** Add terminology with identical terms.
 - **No:** Do not add terminology.
 - **Cancel:** Do not add terminology and close the **Rapid Entry** window.
- If source language term and target language term already exist in the selected dictionary, Transit displays the following message:
Data record "... " already exists.
To avoid duplicates, the terms are not added to the dictionary.
- If source language term already exists in the selected dictionary, Transit displays the following message:
Entry "... " already exists.
You have the following options:
 - **New data record:** Create new data record (for new meaning).

- **Insert:** Add target language term to the existing data record.
- **Cancel:** Do not add terminology.
- If source language term and target language term already exist in another dictionary, Transit displays the following message:

This data record exists in another dictionary.
Create new data record?

You have the following options:

 - **Yes:** Create new data record (in the selected dictionary).
 - **No:** Do not add terminology.

To close the **Rapid entry** window, click **Cancel** or click **Save** if all the fields are empty.

Adding terminology suggestions based on markups to the dictionary

If words are formatted in the same way in the source and target language (e.g. italic, bold or underlined), Transit can display these word pairs additional terminology suggestions in the **Terminology** window. To do so, you need to select the options **Regard formatted strings from ...** in the User preferences (» [User preferences for terminology search](#), page 365).

You can transfer these terminology suggestions to a dictionary either directly or by using the rapid entry function.

How do I add terminology suggestions based on markups to a dictionary?

1. In the Terminology window, right-click a terminology suggestion highlighted in blue.
2. In the context menu, select:
 - **Insert terminology in current dictionary:** Insert the terminology suggestion to the current dictionary with a mouse click (corresponds to » [Transferring a translation from the dictionary](#), page 183).
 - **Rapid entry:** Adapt terms, add additional information and select the target dictionary (corresponds to » [Selecting words and adding to dictionary](#), page 184).

Inserting all terms into untranslated segments

Transit can automatically insert all terms from the dictionary into untranslated segments. Transit then automatically inserts the translation of the source language terms it finds in the dictionary into the target language segment.



Inserting automatically with several or no translations

If the dictionary contains several translations for one source language term, Transit inserts the first translation.

If the dictionary does not contain a translation for a source language term, Transit leaves the source language term unchanged.

How do I insert all terms for untranslated segments?

1. Decide via **Terminology | Use | Auto-insert** if you want to insert the terms just to the active segment or to the whole file.
 - **Segment:** Insert into the active segment only.
 - **File:** Insert into all untranslated segments.Transit displays the following message:
Do you really want to accept the translation for all words found in the dictionary?
2. If you are sure you want to insert all the terms from the dictionary, click **Yes**.
Transit replaces all the source language terms in untranslated segments with the target language terms from the dictionary.

Now Transit displays the following message:

All terms found in the dictionary have been inserted.

Entering and using comments

Overview This function enables you to enter comments relating to individual segments and use them, for instance, to pass on comments or other information to translators or project managers. If you are a project manager, you can draw translators' attention to particular features of specific segments. Or if you are a translator, you can enter comments on pretranslated segments or point out instances of unclear wording in the source text.

As well as any comments entered, the **Segment info** window also contains other useful information relating to the current segment (e.g. origin and match quality of a fuzzy match, » [Information in the "Segment info" window](#), page 189).

You can navigate to commented segments in order to read the comments and check the segments concerned (shortcuts » [Navigating to commented segments](#), page 439). If you choose to print segment pairs, you can also print out the comments on a proofreading printout (» [Printing out Transit files for proofreading](#), page 297).

There is also the facility for filtering segments by comments content. Transit then only shows the segments whose comments contain specific contents (» [Filtering segments according to segment information](#), page 200).

Transit saves all comments as a component of the relevant language file. If you want to forward your comments to another translator or to the project manager, simply pack the project (» [Exchanging projects](#), page 120). The other translator/project manager automatically receives your comments this way.

The **Segment info** window is one of the floating windows, and - like the PDF viewer, for example - is accessed via the Transit toolbar (» [The Transit toolbar](#), page 32).



Comments are automatically included when you pack a project

If you exchange projects with other Transit users, Transit automatically includes the comments. As Transit saves the comments together with the segments in the language pair, the comments are automatically packed at the same time.



Comments in reference material are not imported

If the language pairs you are using as reference material contain comments, the old comments are not copied to the new language pairs during the import process. In that way, Transit prevents the old comments from the reference material leading to misunderstandings with the new project.

Information in the “Segment info” window

In addition to information on existing revisions and comments, Transit displays other useful information relating to the current segment in the **Segment info** window:

Segment info	
2 revision steps, last change:	
Grundlegende Fakten zur Ernährung	
Grundlegendes zur Ernährung	
Comments	
From transl./reviewer:- Heading changed-	
From project manager:- -	
Target language segment	
Status:	Spellchecked
Quality (pretrans/fuzzy):	100%
Quality deduction:	None
Lang. direction of ref.:	Identical
Last change by:	proof
on:	23.09.2014 10:55
Edited by:	Fuzzy match (user)
using:	Ref. mat.: C:\References\Ref_Basic Nutrition Presentation\Basic Nutrition Facts (C:\Users\Public\Documents\Transit NXT\projects\2010_Basic Nutrition General_01\REF\Basic Nutrition 2007)
Access status:	Unrestricted
First translated by:	ston
on:	30.05.2013
Source language segment	
Last change by:	
on:	
Access status:	Read only

Field	Explanation
<n> revision steps, last change	Number of all revision steps of the translation, differences between the current and previous revision step Differences are marked the same way as in the fuzzy window.
2nd line	Previous revision step of the translation
3rd line	Current revision step of the translation
Quality rating (J2450)	Quality rating in accordance with J2450 (» page 291)
Error category	Error type and the severity (» Error types, severity and their abbreviations , page 291)
Affected term/phrase	Incorrect word or phrase
Rated on - by	Date and time of the rating and name of the user who rated the term/phrase
Note	Description of the error Rated by - on refers to the error category selection. The Note may have been entered by a different user or at a later point.
Comments	
From translator/reviewer	Translator's or reviewer's comment
From project manager	Project manager's comment
Target language segment	
Status	Status of the current segment (» Possible segment statuses , page 194).
Quality (pretrans/fuzzy)	Quality of pretranslation or fuzzy match used
Quality deduction	Degree of discrepancy between the reference segment used and the current segment (usually if a fuzzy match has been used or for partially translated segments)
Lang. direction of ref.	Language direction of the reference segment (» page 166): <ul style="list-style-type: none"> ● Identical: The pretranslation / fuzzy match derives from a reference translation with the same language direction. ● Vice-versa: The pretranslation / fuzzy match derives from a reference translation with reverse language direction. ● Indirect: The pretranslation / fuzzy match was generated from two target languages of a multilingual project. ● Pivot: The pretranslation / fuzzy match was generated from different segments using a third language as "pivot language" (only in conjunction with TM Container). ● Unknown: The language direction of the reference segment is unknown (e.g. migrated reference material from other tools or from Transit projects before Service Pack 7).
Last changed by	Name of the user who last changed the target segment
on	Date and time of the last change
Edited by	Details of who edited the segment (pretranslation, user, fuzzy match, MT match)

Information in the **Segment info** window

Field	Explanation
<n> revision steps, last change	Number of all revision steps of the translation, differences between the current and previous revision step Differences are marked the same way as in the fuzzy window.
2nd line	Previous revision step of the translation
3rd line	Current revision step of the translation
Quality rating (J2450)	Quality rating in accordance with J2450 (» page 291)
Error category	Error type and the severity (» Error types, severity and their abbreviations , page 291)
Affected term/phrase	Incorrect word or phrase
Rated on - by	Date and time of the rating and name of the user who rated the term/phrase
Note	Description of the error Rated by - on refers to the error category selection. The Note may have been entered by a different user or at a later point.
Comments	
From translator/reviewer	Translator's or reviewer's comment
From project manager	Project manager's comment
Target language segment	
Status	Status of the current segment (» Possible segment statuses , page 194).
Quality (pretrans/fuzzy)	Quality of pretranslation or fuzzy match used
Quality deduction	Degree of discrepancy between the reference segment used and the current segment (usually if a fuzzy match has been used or for partially translated segments)
Lang. direction of ref.	Language direction of the reference segment (» page 166): <ul style="list-style-type: none"> ● Identical: The pretranslation / fuzzy match derives from a reference translation with the same language direction. ● Vice-versa: The pretranslation / fuzzy match derives from a reference translation with reverse language direction. ● Indirect: The pretranslation / fuzzy match was generated from two target languages of a multilingual project. ● Pivot: The pretranslation / fuzzy match was generated from different segments using a third language as "pivot language" (only in conjunction with TM Container). ● Unknown: The language direction of the reference segment is unknown (e.g. migrated reference material from other tools or from Transit projects before Service Pack 7).
Last changed by	Name of the user who last changed the target segment
on	Date and time of the last change
Edited by	Details of who edited the segment (pretranslation, user, fuzzy match, MT match)

Information in the **Segment info** window

Field	Explanation
using	Details of the files used for editing <ul style="list-style-type: none"> ● For a pretranslated segments: File of the reference segment ● For segments with fuzzy matches: File containing the used fuzzy match First path: Path of the language file in which the used translation was translated for the first time. Second path (in brackets): Path of the physical reference file that was used to translate the segment in the current project.
Access status	Access restrictions (e.g. Unrestricted, Read only or Not as reference)
First translated by	Name of the user who originally translated this segment
on	Date and time of the first translation
Source language segment	
Last change by	Name of the user who last changed the source segment
on	Date and time of the last change
Access status	Access restrictions

Information in the **Segment info** window (cont.)

Entering comments In order that comments can be correctly exchanged between project manager and translator, it is important who enters comments on which language.

How do I enter comments?

1. Press ALT+4 to switch to the **Segment info** window.
Transit moves the cursor to the **Segment info** window.
2. Move the cursor to the **Comments** section:
 - If you are a translator, press the PLUS key on the keypad to enter comments.
 - If you are a project manager, press the MINUS key on the keypad to enter comments.
As a project manager you can only enter comments if the read-only setting for the source language has been deactivated (**Edit | Text | Read-only**, » [Deactivating write protection for the source language](#), page 221).
We recommend you reactivate write protection immediately afterwards.
3. Enter your comments.
Transit automatically saves the comment for the segment in question.

Afterwards you can press ALT+2 to switch back to the target language window, if required.

Working with segment statuses

Overview Each segment has a status which provides you with information on the stage of the translation process the segment has reached. In effect, the status is an indicator of the 'quality' of the segment (» [Determining the status of a segment](#), page 193).

The segments are updated in the editor as you work which means that the segments have the correct status at all times (» [Changing the segment status while translating](#), page 156).

You can mark segments that you have not yet finished translating with the special segment status `Draft` (» [Marking a segment as a draft](#), page 156).

- Determining the status of a segment** Transit displays the status of a segment in various ways:
- In the **Segment info** window (» [Information in the "Segment info" window](#), page 189)
 - In the info column in the Transit editor (» [The layout of the Transit editor](#), page 146)
 - In the segment marker at the end of each segment (» [Display of the segment status in the Transit editor](#), page 426)
 - In the status bar (» [Information in the status bar](#), page 425).
- Using segment statuses** Transit does not just display segment statuses (» [Determining the status of a segment](#), page 193), it also allows you to take different statuses into account when using various functions:
- Filtering segments according to status (» [Filtering segments](#), page 195 and » [Search and filter functions in the Transit editor](#), page 147)
 - Specifying minimum segment status for pretranslation (» ["Pretranslation" project settings](#), page 109)
 - Specifying minimum segment status for fuzzy matches (» [User preferences for dual fuzzy search](#), page 359)
 - Specifying minimum segment status for concordance search and Dynamic Linking (» [User preferences for dual concordance search](#), page 356 and » [User preferences for Dynamic Linking](#), page 358)
 - Carrying out analyses of the various statuses in the project (» [Analysing projects with the Report Manager](#), page 311)
 - Displaying segments with different statuses in a different colour (» [User preferences for colours and display fonts](#), page 352)
 - Printing segments which were not pretranslated or pretranslated and changed manually with revision bars (» [Starting printing](#), page 298)

Possible segment statuses A segment can have the following statuses:

Status	Explanation
Imported/Not translated	The segment has not yet been translated.
Draft	The segment is a draft and is <u>not</u> yet treated as translated (» Marking a segment as a draft , page 156).
Aligned	For alignment projects only: The segment has been assigned to a source language segment, but the assignment needs to be checked (» Interactive alignment , page 318).
Alignment checked	For alignment projects only: <ul style="list-style-type: none"> ● The assignment of the segment to a source language segment has been checked and confirmed interactively by a user. ● The segment has been machine-aligned (» Machine alignment, page 340).
Check pretranslation	The segment has been pretranslated during import but needs to be checked (e.g. due to automatic adjustment of numbers/markups, different language direction of the reference material or other pretranslation settings; » Pretranslation details , page 112).
Translated	The segment is translated (by pretranslation or a translator).
Spellchecked	The spelling of the segment is checked (» Spellcheck , page 250).
Checked 1	The segment has been confirmed as Checked 1 (e.g. in » Proofreading mode , page 285).
Checked 2	The segment has been confirmed as Checked 2.

Possible segment statuses

Please refer to » [Changing the segment status while translating](#), page 156 for more detailed information on how to change the segment status.

Filtering segments

Overview You can filter segments in such a way that Transit displays specific segments only and hides all other segments. To do so, use a 'segment filter'.

Transit can take account of segment filters not only for display purposes, but also for a wide range of other functions, for example:

- Changing the segment status while translating (» [Segments in the Transit editor](#), page 155)
- Find (» [page 209](#))
- Find/Replace (» [page 211](#))
- Spellcheck (» [page 250](#))
- Checking terminology (» [page 257](#))
- Checking markups (» [page 260](#))
- Format check (» [page 266](#))
- Printing out Transit files for proofreading (» [page 297](#))

For example, you can create and apply a segment filter to only print out segments for proofreading which Transit has not automatically pretranslated.

When creating a segment filter, you specify the criteria which Transit should use to decide whether to hide or display the segments. (» [Creating a new segment filter](#), page 196). You can create the following filter types:

- Filtering for segments containing a specific content (» [page 197](#))
- Filtering for segments within/outside a certain range (» [page 198](#))
- Filtering segments according to segment information (» [page 200](#))
- Filtering segments with context-based pretranslation (» [page 204](#))

You can save segment filters (» [Saving segment filters](#), page 205) so you can use them again as required.

When you apply a segment filter, it initially only applies to the active window. However, Transit can also apply a segment filter to all language windows (» [Applying an active segment filter to other windows](#), page 207).



A segment filter does not change the text

When you use a segment filter, Transit only displays a part of the text – however, the remaining text is not deleted. The text remains completely intact, and Transit will export it in its entirety.

The segment filter only hides specific sections of the text so that you will no longer see them and can more concentrate on the parts you want to edit.

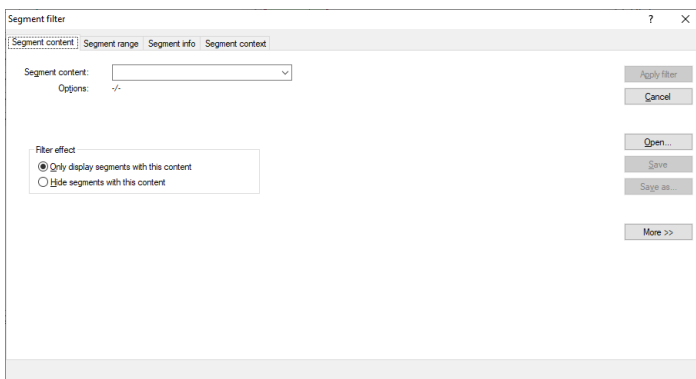
Creating a new segment filter When creating a segment filter, specify the criteria which Transit uses to decide whether to hide or display the segments in the language pair. Transit can combine several criteria and use regular expressions which means that you can create complex filters and use logical constructions.

Alternatively, you can open an existing segment filter, edit it and save it under a different name.

How do I create a new segment filter?

1. Select **View | Segment filter | Create**.

Transit displays the following window:



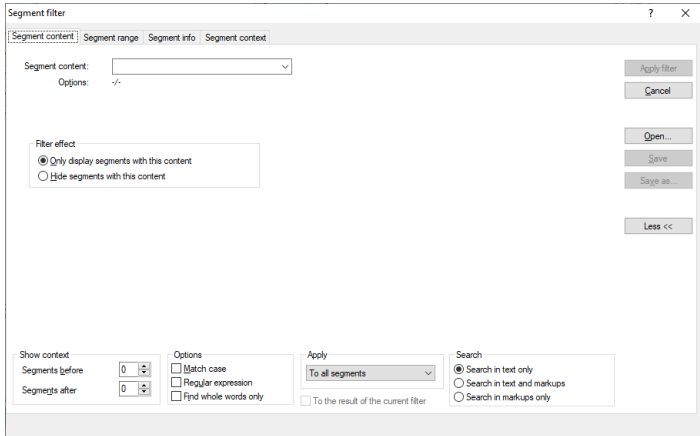
2. Specify the criteria Transit should filter by. Depending on the type of filter required, use the following tabs to do so:
 - Segments containing a specific string: **Segment content** tab (» [Filtering for segments containing a specific content](#), page 197).
 - Segments which are within or outside a range: **Segment range** tab (» [Filtering for segments within/outside a certain range](#), page 198).
 - Segments according to segment information: **Segment info** tab (» [Filtering segments according to segment information](#), page 200).
 - Segments with context-based pretranslation: **Segment context** tab (» [Filtering segments with context-based pretranslation](#), page 204).
3. To apply the segment filter, click **Apply filter**.

You can save the segment filter so you can use it again, as required (» [Saving segment filters](#), page 205).

Filtering for segments containing a specific content

Via the **Segment content** tab in the **Segment filter** window, you can filter for segments containing a specific string.

Please refer to » [Creating a new segment filter](#), page 196 and » [Opening existing segment filters](#), page 208 for more detailed information on how to create a new segment filter or modify an existing one.



Segment filter window, expanded Segment content tab

You can specify the following:

- **Segment content:** The string Transit should use for filtering the segments.
- **Filter effect**
 - **Display only segments with this content:** Transit only displays the segments which contain the specified string.
 - **Hide segments with this content:** Transit only displays the segments which do not contain the specified string.

Click **More** to make Transit display additional options.

- **Show context** section: Transit displays extra segments in addition to the segments containing/not containing the specified string:
 - **Segments before:** Number of segments before the segment containing/not containing the specified string.
 - **Segments after:** Number of segments after the segment containing/not containing the specified string.
- **Options** section
 - **Match case:** Transit takes account of differences in case in the string.
 - **Regular expression:** Transit interprets the string as a regular expression. Please refer to the » [Transit/TermStar Reference Guide](#) for more information on regular expressions.

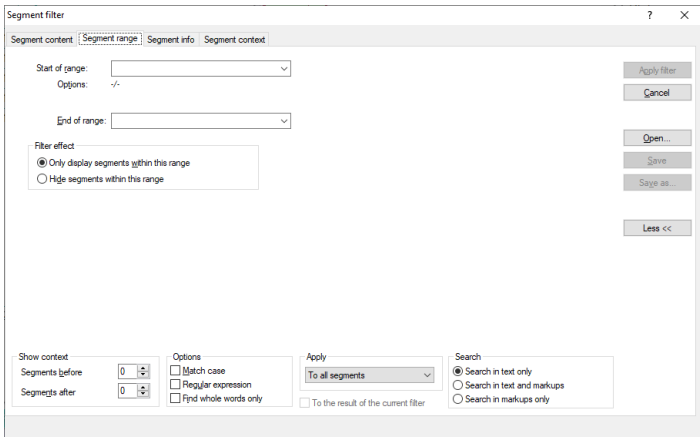
- **Find whole words only:** Transit only takes account of instances where the string appears as a whole word and not as part of another word.
- **Apply** section: You can choose the text to which Transit will apply the filter:
 - **To all segments:** Transit applies the filter to all segments in the editor.
 - **To selected segments only:** Transit only applies the filter to the segments you have selected in the editor. This option only appears in the dropdown list if segments have first been selected in the source or target pane of the editor.
- **To result of the current filter** option: If a filter is already active, Transit applies the selected settings to just those segments which are currently being displayed due to the current filter. In this way, you can continue to filter segments that have already been filtered.
- **Search** section: You can specify where Transit should search for the specified string:
 - **Search in text only:** Transit searches for the string only in the text.
 - **Search in text and markups:** Transit searches for the string in the text and in the markups.
 - **Search in markups only:** Transit searches for the string only in the markups.

You can save the segment filter so you can use it again, as required (» [Saving segment filters](#), page 205).

Filtering for segments within/outside a certain range

You can use the **Segment range** tab in the **Segment filter** window to filter for segments which are within or outside a certain range.

Please refer to » [Creating a new segment filter](#), page 196 and » [Opening existing segment filters](#), page 208 for more detailed information on how to create a new segment filter or modify an existing one.



Segment filter window, expanded Segment range tab

You can specify the following:

- **Start of range:** String defining the start of the range Transit should filter for.
- **End of range:** String defining the end of the range Transit should filter for.
- **Filter effect**
 - **Display only segments within this range:** Transit only displays the segments which appear between the start and end of the range.
 - **Hide segments within this range:** Transit only displays the segments which do not appear between the start and end of the range.

Click **More** to make Transit display additional options.

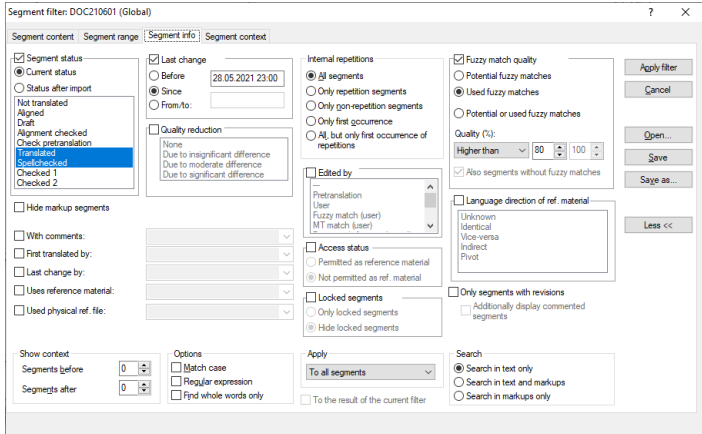
- **Show context** section: Transit displays extra segments in addition to the segments within/outside the range:
 - **Segments before:** Number of segments before the first segment within/outside of the range.
 - **Segments after:** Number of segments after the last segment within/outside of the range.
- **Options** section
 - **Match case:** Transit takes account of differences in case in the start and end of the range.
 - **Regular expression:** Transit interprets the start and end of the range as a regular expression. Please refer to the » [Transit/TermStar Reference Guide](#) for more information on regular expressions.
 - **Find whole words only:** Transit only takes account of instances where the string for the start or end of the range appears as a whole word and not as part of another word.
- **Apply** section: You can choose the text to which Transit will apply the filter:
 - **To all segments:** Transit applies the filter to all segments in the editor.
 - **To selected segments only:** Transit only applies the filter to the segments you have selected in the editor. This option only appears in the dropdown list if segments have first been selected in the source or target pane of the editor.
- **To result of the current filter** option: If a filter is already active, Transit applies the selected settings to just those segments which are currently being displayed due to the current filter. In this way, you can continue to filter segments that have already been filtered.
- **Search** section: You can specify where Transit should search for the specified string:
 - **Search in text only:** Transit only searches for the string in the text.
 - **Search in text and markups:** Transit searches for the string in the text and in the markups.
 - **Search in markups only:** Transit only searches for the string in the markups.

You can save the segment filter so you can use it again, as required (» [Saving segment filters](#), page 205).

Filtering segments according to segment information

You can use the **Segment info** tab in the **Segment filter** window to filter the segments according to particular segment information.

Please refer to » [Creating a new segment filter](#), page 196 and » [Opening existing segment filters](#), page 208 for more detailed information on how to create a new segment filter or modify an existing one.



Segment filter window, expanded Segment info tab

You can specify the following:

- **Segment status** section: Transit only displays the segments with the statuses selected.

You can filter segments based upon the segment status at different points in time:

- **Current status:** Transit considers the current segment statuses.
- **Status after import:** Transit considers the segment statuses immediately after import.

- **Hide markup segments:** Transit does not display markup segments.

As an alternative to this filter criterion, you can also hide markup segments by deselecting them in the view settings ([Display | Text/Markups | Options | Markup segments](#)).

Note: The former **Hide protected segments** option (available before Service Pack 15) corresponds to the current **Hide markup segments** option in combination with the **No locked segments** option (see below; supported from Service Pack 15).

- **With comments:** Transit only displays the segments for which a comment exists.

You can also filter for segments for which comments with a specific content exist. To do so, enter the desired content.

- **First translated by:** Transit only displays the segments which were edited by the specified user first.
Enter the desired user name.
- **Last changed by:** Transit only displays the segments which were edited by the specified user last.
Enter the desired user name.
- **Used reference material:** Transit only displays the segments with translations that were translated for the first time in the specified language file. This filter criterion corresponds to the path displayed first in the **Segment info** window (using info » using, page 192).
To do this, enter the path and of the desired language file.
- **Used physical ref. file:** Transit only displays the segments that were translated in the current project with the help of the specified physical reference file. This filter criterion corresponds to the path displayed second (in brackets) in the **Segment info** window (using info, » using, page 192).
To do this, enter the path and name of the desired reference file.
- **Last change** section: Transit only displays segments which were edited in a specific period.
 - **Before:** Segments which were changed before the date specified. Enter the date (and optionally also the time) in the first field.
 - **Since:** Segments which were changed on or after the date specified. Enter the date (and optionally also the time) in the first field.
 - **From/until:** Segments which were changed since the first date and before the second date. Enter the starting date (and optionally the time) in the first field, then the end date (and optionally the time) in the second field.
- **Quality reduction** section: Transit only displays segments that have the specified degree of difference between the current segment and the reference segment.
 - **None:** Segments without quality reduction
 - **Due to insignificant difference:** Segments with insignificant differences
 - **Due to moderate difference:** Segments with moderate differences
 - **Due to significant difference:** Segments with significant differences
- **Internal repetitions** section: Transit displays segments depending on if they are internal repetitions.
 - **All segments:** All segments, including internal repetitions
 - **Only repetition segments:** Only internal repetition (all occurrences)
 - **Only non-repetition segments:** All segments except internal repetitions
 - **Only first occurrence:** Only the first segments of all internal repetition groups
 - **All, but only first occurrence of repetitions:** First segments of all internal repetition groups as well as all segments that are no internal repetitions.

- **Edited by** section: Transit only displays segments which have been edited in the specified ways.
 - **Pretranslation:** Pretranslated segments (regardless of the type of pretranslation).
 - **User:** Segments translated by users from scratch
 - **Fuzzy match (user):** Segments translated by users with the help of fuzzy matches
 - **MT match (user):** Segments translated by users with the help of MT suggestions

The following options allow you to differentiate according to the type of pretranslation. In this case, the top option **Pretranslation** must not be selected: It includes all the following types of pretranslation and would display all pretranslated segments.

- **Pretrans. (reference-based):** Segments pretranslated by using reference material
 - **Pretrans. (alignment-based):** Segments pretranslated by using aligned reference material
 - **Pretrans. (MT-based):** Segments pretranslated by using machine translation
 - **Pretrans. (dictionary-based):** Segment pretranslated by using project dictionaries
- **Access status** section: Transit only displays segments with the specified access statuses.
 - **Permitted as reference material:** Segments with access statuses `Unrestricted` or `Read only`
 - **Not permitted as ref. material:** Segments with access status `Not as reference`
 - **Locked segments** section: Transit displays only locked or only unlocked segments.
 - **Only locked segments:** Transit only displays locked segments. Unlocked segments are hidden.
 - **No locked segments:** Transit hides locked segments. Unlocked segments are displayed.
 - **Fuzzy match quality** section: Transit only displays segments with fuzzy matches of the specified quality.
 - **Potential fuzzy matches:** Transit considers the available fuzzy matches (regardless of whether they have been used).
 - **Used fuzzy matches:** Transit considers the actually used fuzzy matches (regardless of if there were others/better ones).
 - **Potential or used fuzzy matches:** Transit considers the potential or the actually used fuzzy matches.

Specify the desired quality:

- **Higher than:** Fuzzy match quality higher than the specified value
- **Equals:** Fuzzy match quality with the specified value
- **Lower than:** Fuzzy match quality lower than the specified value
- **From ... to:** Fuzzy match quality between the specified values (inclusive)

If you have selected **Lower than**, Transit normally also displays segments without fuzzy matches (corresponds to a quality of 0%). If you want to hide such segments, deselect the **Also segments without fuzzy matches** option.

- **Language direction of reference material** section: Transit displays only segments translated with reference segment in the specified language directions (» [Language direction of the reference segment](#), page 166):
 - **Identical:** The pretranslation / fuzzy match derives from a reference translation with the same language direction.
 - **Vice-versa:** The pretranslation / fuzzy match derives from a reference translation with reverse language direction.
 - **Indirect:** The pretranslation / fuzzy match was generated from two target languages of a multilingual project.
 - **Pivot:** The pretranslation / fuzzy match was generated from different segments using a third language as “*pivot language*” (only in conjunction with TM Container).
 - **Unknown:** The language direction of the reference segment is unknown (e.g. migrated reference material from other tools or from Transit projects before Service Pack 7).
- **Only segments with revisions:** Transit displays only segments for which revisions have been logged.
 - **Additionally display commented segments:** Transit displays segments with comments in addition to segments with revisions.
If you select the **With comments** option instead (on the left of the window), Transit displays only segments that have both (i.e. commented segments with revisions).

Click **More** to make Transit display additional options.

- **Show context** section: Transit displays extra segments in addition to the segments selected:
 - **Segments before:** Number of segments before a selected segment.
 - **Segments after:** Number of segments after a selected segment.
- **Options** section
 - **Match case:** Transit takes account of differences in case for any text you enter.
 - **Regular expression:** Transit interprets the text you enter as regular expressions. Please refer to the » [Transit/TermStar Reference Guide](#) for more information on regular expressions.

- **Find whole words only:** Transit only takes account of instances where the string appears as a whole word and not as part of another word.
- **Apply** section: You can choose the text to which Transit will apply the filter:
 - **To all segments:** Transit applies the filter to all segments in the editor.
 - **To selected segments only:** Transit only applies the filter to the segments you have selected in the editor. This option only appears in the dropdown list if segments have first been selected in the source or target pane of the editor.
 - **To the result of the current filter** option: If a filter is already active, Transit applies the selected settings to just those segments which are currently being displayed due to the current filter. In this way, you can continue to filter segments that have already been filtered.
- The **Search** section is not relevant for this tab.

You can save the segment filter so you can use it again, as required (» [Saving segment filters](#), page 205).



All criteria must be met

You can use this tab to filter according to many different kinds of segment information. If you specify more than one filter criterion, Transit only displays a segment if it meets all the criteria.

Example: you specify `spellchecked` as the desired status and `Pretranslated` as the type of translation. Transit then displays all the segments which it automatically pretranslated and which have been confirmed as spellchecked.



Multiple values selected for a single attribute are treated as alternatives

You can choose more than one value for various segment information. If you select more than one value for one information, Transit displays a segment if at least one of the values apply.

Example: you specify the desired segment status as `Not translated` and `Check pretranslation`. Transit then displays all the segments which are pretranslated but require checking or which are not translated.

Filtering segments with context-based pretranslation

You can use the **Segment context** tab in the **Segment filter** window to filter segments according to the status that has been assigned during context-based pretranslation.

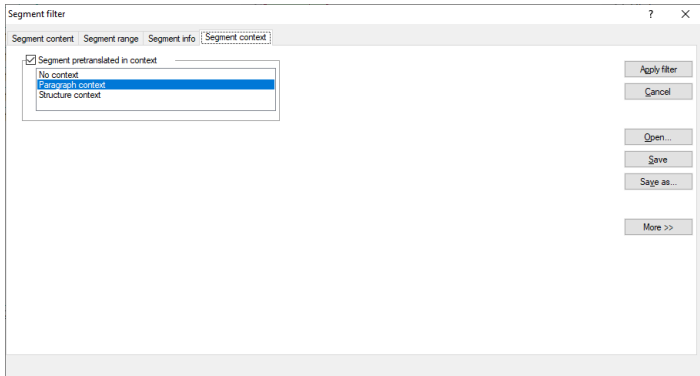
Context-based pretranslation means that Transit not only compares each single segment during import but also its context. Thereby Transit tries to find the pretranslation that is most appropriate in the respective context and to pretranslate logical units (paragraphs or structure blocks) as large as possible “at a stretch”.



Optional feature

The context-based pretranslation is an optional function. If you wish to use this function and have it activated, please contact the STAR Group (» [Contact](#), page 2).

Please refer to » [Creating a new segment filter](#), page 196 and » [Opening existing segment filters](#), page 208 for more detailed information on how to create a new segment filter or modify an existing one.



Segment filter window, Segment context tab

You can specify the following:

- **Segments pretranslated in context section:** Transit displays only segments that were pretranslated according to your selection.

Select the designated status:

- **No context:** Segments that were not pretranslated or pretranslated without context consideration.
- **Paragraph context:** Segments that were pretranslated by comparing the whole paragraph and choosing the appropriate pretranslation for this context.
- **Structure context:** Segments that were pretranslated by comparing the whole structure unit (e.g. list, table, chapter or the entire document) and choosing the appropriate pretranslation for this context.

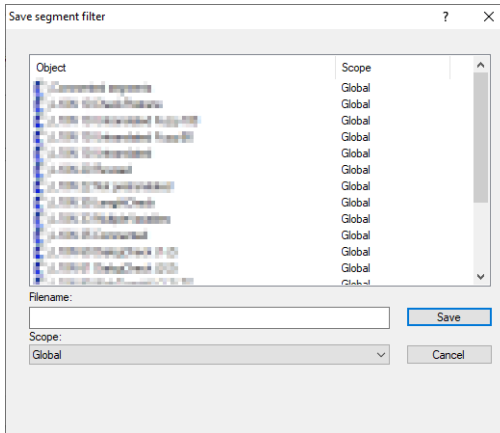
Saving segment filters You can save segment filters. This will enable you to apply this segment filter whenever you wish.

If you do not save the segment filter, the settings are lost when the filter is disabled.

How do I save a segment filter?

1. Select **View | Segment filter | Create**.
2. Transit displays the **Segment filter** window.
3. Click **Save** to save the segment filter.

Transit displays the following window:



4. Enter a name for the new segment filter in the **Filename** field.
5. In the **Scope** list, select the scope for which the segment filter should be available (» [Scopes in Transit](#), page 28).
6. Click **Save** to confirm the information entered.

Applying and disabling segment filters

Once you have saved a segment filter you can apply it again whenever required. Transit displays the saved segment filters in a list under **View | Segment filter | Apply** so that you can simply select them from there.



A segment filter does not change the text

When you use a segment filter, Transit only displays a part of the text – however, the remaining text is not deleted. The text remains completely intact, and Transit will export it in its entirety.

The segment filter only hides specific sections of the text so that you will no longer see them and can more concentrate on the parts you want to edit.



Segment filters initially apply to the active window only

When you apply a segment filter, it initially only applies to the active window.

Example: to check all the segments again which have been marked as `Spellchecked`, apply an appropriate segment filter to the target language pane. To do this, activate the option **Segment status** in the **Segment info** tab and select **Current status**, then choose **Spellchecked** from the list of statuses.

In the target language pane, Transit only displays the segments with the status `Spellchecked`; all other segments are hidden.

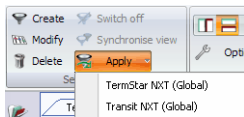
However, the segment filter is not automatically applied to the source language pane. It displays all segments, i.e. the whole source text, so that you can check the context, if necessary.

However, Transit can also apply a segment filter to all language windows (» [Applying an active segment filter to other windows](#), page 207).

How do I apply a saved segment filter?

1. Select **View | Segment filter | Apply**.

Transit displays a list of all the segment filters which have been defined:



List of segment filters

2. Select the desired segment filter.

Transit applies the filter and only displays the segments which meet the filter criteria.

How do I disable a segment filter?

1. Select **View | Segment filter | Switch off**.

Applying an active segment filter to other windows

When you apply a segment filter, it initially only applies to the active window. However, Transit can also apply a segment filter to all language windows.

How do I apply the active segment filter to the other editor pane?

1. Select **View | Segment filter | Synchronise view**.

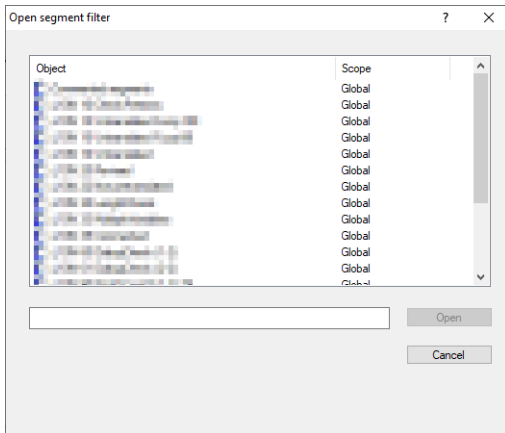
Transit applies the filter to the other editor pane.

Opening existing segment filters If you want to edit an existing segment filter, open it, edit the fields and the filter expressions and save the modified segment filter.

How do I open an existing segment filter?

1. Select **View | Segment filter | Modify**.

Transit displays the following window:



2. Select a segment filter. Click **Open** to confirm your choice.
Transit opens the filter and displays the **Segment filter window**. The name of the filter is displayed in the titlebar.

You can now edit, save and apply this filter ([» Filtering for segments containing a specific content](#), page 197).

More helpful functions for translation

Overview As you translate, Transit supports you with a variety of more helpful functions:

- Find (» [page 209](#))
- Find/Replace (» [page 211](#))
- Moving or copying text (» [page 214](#))
- Inserting Unicode characters (» [page 214](#))
- Selecting the keyboard layout (» [page 215](#))
- Moving the cursor (» [page 215](#))
- Moving the cursor to specific segments (» [page 216](#))
- Formatting text manually (» [page 219](#))
- Web search: Research translations and meanings in the web (» [page 220](#))
- Changing the case of the highlighted text (» [page 221](#))
- Deactivating write protection for the source language (» [page 221](#))
- Using AutoText to insert frequently occurring text (» [page 222](#))

Please refer to » [Quality assurance](#), page 248 for information on how you can check the status, markups, spelling and terminology of your translation.

Find In Transit you can search for any string.

Transit displays various messages if it cannot find the string you are searching for (» [Messages if Transit cannot find a string](#), page 211).

How do I search for a string?

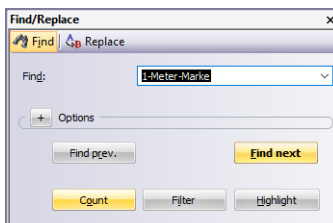
1. Place the cursor in the window in which you wish to search.

OR

Select the string that you want to find.

2. Select **Processing | Search | Find**.

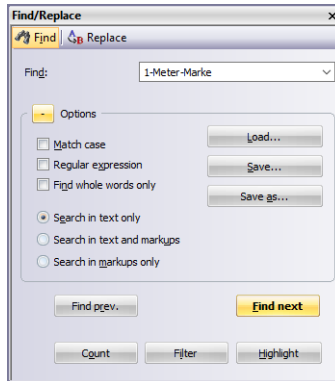
Transit displays the **Find** tab in the **Find/Replace** window:



3. Enter the search string in the **Find** field.

If you have selected the string previously, it is automatically inserted in the **Find** field.

4. To set additional options for the search, click the **+** button in the **Options** section. Transit expands the window to display the following options:



Find/replace window expanded

- **Match case:** Select this option if you only want Transit to find strings which precisely match the case of the character string entered in the **Find** field.
- **Regular expression:** Transit will interpret the string as a regular expression. Please refer to the » [Transit/TermStar Reference Guide](#) for details on regular expressions.
- **Find whole words only:** Select this option if you want Transit to search for strings as whole words and not as a part of another word.

You can also specify where Transit should search for the string:

- **Search in text only:** Transit will only search in the text, not in the markups.
- **Search in text and markups:** Transit will search both in the text and in the markups.
- **Search in markups only:** Transit will only search in the markups, not in the text.

You also have the option to save find operations so you can call them up again, if required, at a later point in time:

- **Load** is used to call up a saved search.
- **Save** is used to save the current search.
- **Save as** is used to save a loaded search under a different name.

5. You also have the option to get an overview on the search result before searching:
 - **Count** informs you on how often the search string occurs in total.
 - **Filter** displays only the segments that contain the search string.

- By clicking **Filter off** you can switch off the filter again.
 - **Highlight** highlights all occurrences of the search string in green.
By clicking **Highlight off** you can switch off the highlighting again.
6. Click **Find next** or **Find previous** to search for the string.
Transit searches for the string.
Transit highlights the string it has found or displays a message (» [Messages if Transit cannot find a string](#), page 211).
 7. You can now proceed either by clicking on **Find next** or **Find previous** or by entering a different string and searching for that.

If you no longer require the **Find/Replace** window, you can close it by clicking on **X** on the right of the titlebar.

Transit displays one of the following messages if it cannot find the string:

Situation	Message	Options
You have clicked on Find next . Transit could not find a hit down to the end of the file.	The end of the document was reached. The search term was not found. Do you want to continue at the beginning of the document?	<ul style="list-style-type: none"> ● Yes: Transit continues the search from the start of the document to the point where you started the search. ● No: Transit exits the search.
You have clicked on Find previous . Transit could not find a hit up to the start of the file.	The beginning of the document was reached. The search term was not found. Do you want to continue at the end of the document?	<ul style="list-style-type: none"> ● Yes: Transit continues the search from the end of the document to the point where you started the search. ● No: Transit exits the search.
You continued to search for a hit. Transit could not find another hit.	Transit has finished searching the document.	Confirm the message by clicking OK .
Transit could not find any hit.	Transit has finished searching the document. The search item was not found.	Confirm the message by clicking OK .

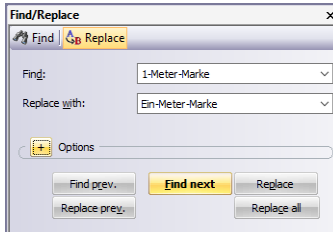
Messages if Transit cannot find a string

Find/Replace You can search for any string and have it replaced with another string.
Transit displays various messages for you to respond to if it cannot find the string you are searching for (» [Messages if Transit cannot find a string](#), page 211).

How do I find and replace a string?

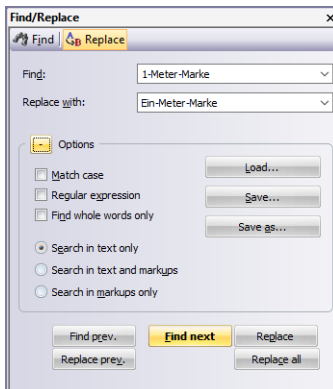
1. Place the cursor in the window in which you wish to perform the find/replace operation.
2. Select **Processing | Search | Replace**.

Transit displays the **Replace** tab of the **Find/Replace** window:



3. Enter the search string in the **Find** field.
4. In the **Replace with** field, enter the string which Transit will use to replace any instances it finds of the specified string.
5. To set additional options for the search, click the **+** button in the **Options** section.

Transit expands the window to display the following options:



Find/Replace window expanded, **Replace** tab

- **Match case:** Select this option if you only want Transit to find and replace strings which precisely match the case of the character string entered.
- **Regular expression:** Transit will interpret the string as a regular expression. Please refer to the » [Transit/TermStar Reference Guide](#) for details on regular expressions.
- **Find whole words only:** Select this option if you want Transit to search for strings as whole words and not as a part of another word.

You can also specify where Transit should search for the string:

- **Search in text only:** Transit will only search in the text, not in the markups.
- **Search in text and markups:** Transit will search both in the text and in the markups.

- **Search in markups only:** Transit will only search in the markups, not in the text. You also have the option to save find/replace operations so you can call them up again, if required, at a later point in time:
 - **Load** is used to call up a saved find/replace operation.
 - **Save** is used to save the current find/replace operation.
 - **Save as** is used to save a loaded find/replace operation under a different name.
 - 6. Click **Find next** or **Find previous** to search for the string.
Transit searches for the string.
 - 7. Transit highlights the string it has found. You can now specify whether you want to replace the string:
 - To replace the string found, click **Replace** or **Replace previous**.
Transit replaces this string and continues the search forwards or backwards.
 - If you do not want to replace the string it has found, click **Find next** or **Find previous**.
Transit leaves this string unchanged and continues the search forwards or backwards.
 - If you want to interrupt or exit the process, click **X**.
Transit closes the **Find/Replace** window.
 - If you want to replace all strings found without further prompting, click **Replace all**.
Transit will replace this string, then continue the search and automatically replace all the other matching strings it finds.
After this, Transit displays a message with the number of strings found and replaced.
Example: 12 found, 12 replacements made
Transit displays various messages similar to those seen in the Find function if it cannot find the string you are searching for (» [Messages if Transit cannot find a string](#), page 211).
- If you no longer require the **Find/Replace** window, you can close it by clicking on **X** on the right of the titlebar.

Deleting text In Transit you can delete text in the usual manner with the BACKSPACE or the DEL key. However, it is also possible to quickly delete the text in question using the **Delete to end of segment** option. This can be found under **Processing | Translate**. The dropdown menu from the **Confirm** button allows you to select or deselect this option. When it is selected, Transit will automatically delete the source text (underlined in red) when the user presses the ALT+INS shortcut.



Markups which Transit deletes with the text

If there are markups you wish to delete in the text, Transit will delete these as well. Markups in the other segments are not affected by this (» [Markups in the Transit editor](#), page 173 for information on markups).

Moving or copying text You can move or copy text in Transit with the mouse.

How do I move or copy text with the mouse?

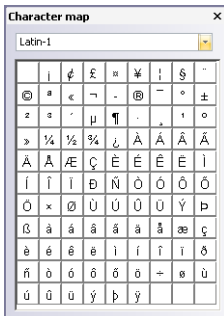
1. Select the text you want to move or copy.
 - To move the text you have selected, hover the mouse pointer over the selected text, then press and hold the left mouse button. Then drag the text with the mouse to the position where you want to insert it.
 - To copy the text you have selected, press and hold the CTRL key and drag the highlighted text to the position where you want to insert it.

Inserting Unicode characters Using the **Character map** option in Transit, you can insert any Unicode character which can be represented by the current font. In doing so you can choose from various character groups.

How do I insert a Unicode character?

1. Place the cursor at the position where you want to insert the Unicode character.
2. Select **Edit | Text | Character map**.

Transit displays the following window:



3. Select a Unicode character group (e.g. Latin-1).

Transit shows the characters from the group selected in the character map.

4. Click a character to insert it at the cursor position.

Transit inserts the character at the cursor position.

The window remains open so that you can insert more Unicode characters.

If you no longer require the **Character map** window, you can close it by clicking on **X** on the right of the titlebar.

Selecting the keyboard layout

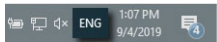
You may have defined several “*input languages*” in Windows to make it possible to enter text in different languages using the respective keyboard layout.

In such a case, Transit can automatically adjust the keyboard layout to the language edited. To do so, select the **Automatic keyboard switch** option under **Edit | Miscellaneous**.

Example for a German–English translation project:

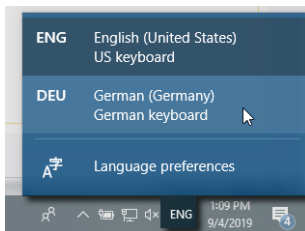
- When the cursor is in the source language window, Transit selects the German keyboard layout.
- When the cursor is in the target language window, Transit selects the English keyboard layout.

The currently selected input language is indicated in the Windows taskbar:



Windows taskbar: English is selected as the input language

To switch between the input languages manually, you can select the language from the Windows taskbar or press the keyboard shortcut ALT (left) + SHIFT.



Windows taskbar: switching input language

Moving the cursor

You can move the cursor in the editor with ribbon bar commands or keyboard shortcuts.

Function	Ribbon bar	Key/Keyboard shortcut
Confirm the current segment, move the cursor to the next segment to be processed and search for fuzzy matches there	Processing Translate Confirm	ALT+INS

Moving the cursor in the editor

If your computer does not have a numeric keypad, you can use the function keys F1 and F2 instead of MINUS and PLUS (» **Alternative for PLUS/MINUS (numeric keypad): F1/F2 keys**, page 434).

Function	Ribbon bar	Key/Keyboard shortcut
Search for fuzzy matches for the current segment		ALT+ENTER
Go to start of segment	Processing Translate Navigate Start of segment	ALT+LEFT ARROW
Go to end of segment	Processing Translate Navigate End of segment	ALT+RIGHT ARROW
Go to next segment	Processing Translate Navigate Next segment	PLUS (numeric keypad)
Go to previous segment	Processing Translate Navigate Previous segment	MINUS (numeric keypad)
Go to next Not translated segment	Processing Translate Navigate Next 'Not translated'	CTRL+PLUS (numeric keypad)
Go to previous Not translated segment	Processing Translate Navigate Previous 'Not translated'	CTRL+MINUS (numeric keypad)
Go to next Check pretranslation segment	Processing Translate Navigate Next 'Check pretranslation'	ALT+PLUS (numeric keypad)
Go to previous Check pretranslation segment	Processing Translate Navigate Previous 'Check pretranslation'	ALT+MINUS (numeric keypad)
Go to next Not translated or Check pretranslation segment	Processing Translate Navigate Next 'Not translated' or 'Check pretranslation'	CTRL+ALT+PLUS (numeric keypad)
Go to previous Not translated or Check pretranslation segment	Processing Translate Navigate Previous 'Not translated' or 'Check pretranslation'	CTRL+ALT+MINUS (numeric keypad)

Moving the cursor in the editor (cont.)

If your computer does not have a numeric keypad, you can use the function keys F1 and F2 instead of MINUS and PLUS (» [Alternative for PLUS/MINUS \(numeric keypad\): F1/F2 keys](#), page 434).

An overview of all shortcuts is provided in the Appendix (» [Keyboard shortcuts](#), page 434).

Information on how to move the cursor to a specific position, line or a certain segment is provided in » [Moving the cursor to specific segments](#), page 216.

Moving the cursor to specific segments

You can also move the cursor to a particular location in the language pair which is currently open. You have the following options:

- Go to a segment with a specific number

You will find the number of the segment in which the cursor is located in the column on the left-hand side of each of the editor panes and in the status bar at the bottom of the window (\$seg.: ...). You can find more detailed information on this » [How do I move the cursor to a segment or to a line?](#), page 217.

- Go to a line with a specific number
 You will find the number of the line in which the cursor is located in the status bar at the bottom of the window (Line: : ...). You can find more detailed information on this » [How do I move the cursor to a segment or to a line?](#), page 217.
 If you have the **Formatting** or **Structure** options – for 'WYSIWYG' display of formatting and document structure – selected under **View | Text/Markups | Options**, the line number is not displayed.
- Go to a bookmark
 You can bookmark text in the Transit editor so you can move the cursor quickly to the bookmarked text. The bookmarks can be deleted if you no longer need them. Transit automatically removes bookmarks during export so there are no "Transit-related" marks in the target language original format (detailed information » [How do I set a bookmark?](#), page 218).
- Go to a retained position
 You have the option to set a flag in the text so that Transit can 'memorise' a particular position in the text. After you have checked something at a different location, you can find your way back to the flagged position in the text (» [How does Transit retain the current position of the cursor?](#), page 218).
- Go to a segment for which comments have been entered (» [Navigating to commented segments](#), page 439).

How do I move the cursor to a segment or to a line?

1. First select the unit type to which you want to move the cursor, under **Processing | Search | Go to**:



Go to search function

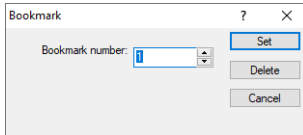
- Segment
 - **Line:** If the **Formatting** or **Structure** options are selected for 'WYSIWYG' display of tables and structure, this option is not available (» [Determining the appearance of text](#), page 408).
 - **Bookmark:** If you have set a bookmark, Transit can move the cursor to the bookmark (» [How do I set a bookmark?](#), page 218).
2. In the field to the right of the dropdown, enter the number of the segment, line or bookmark to which you want to move the cursor.
 3. Click **Go to** or press the ENTER key.

Transit moves the cursor to the selected position. The cursor does not move if you enter an invalid value.

How do I set a bookmark?

1. Move the cursor to the position at which you wish to set a bookmark.
2. Under **Edit | Text**, click the **Bookmark** option.

Transit displays the following window:



3. Enter a number for the bookmark.
Using this number, you can go to this position via the **Processing | Search | Go to** option (» [How do I move the cursor to a segment or to a line?](#), page 217).
4. Click **Set** to confirm the settings.

Transit sets the bookmark at the cursor position.

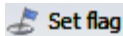
How do I delete a bookmark?

1. Select **Edit | Text | Bookmark**.
Transit displays the **Bookmark** window.
2. Enter the number of the bookmark you want to delete.
3. Click **Delete** to delete this bookmark.

Transit deletes the bookmark specified.

How does Transit retain the current position of the cursor?

1. Move the cursor to the position Transit should retain.
2. Select **Edit | Text | Set flag**:

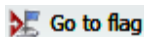


Transit notes the position. You can now move the cursor to another position.

Transit only retains the position as long as the language file is open. Transit will no longer be able to find the position if you close the language file and open it later.

How do I jump back to the retained position?

1. To move the cursor back to the retained position, select **Edit | Text | Go to flag**:



Transit moves the cursor to the retained position.

Formatting text manually In addition to being able to assign markups to translated text in Transit (» [Working with markup IDs](#), page 173 for information), you can also manually assign bold, italic or underline font attributes to the font style. In this case, Transit does not use the character formats that may have been assigned in the source file or format templates. Instead it only assigns the bold, italics or underline font attributes.

This means that you can format a word more quickly if, for instance, a word is marked with quotation marks in the source language, and you wish to mark it in bold in the target language.



Manual formatting or update markups?

In various applications (e.g. Word, FrameMaker), it is possible to specify “character formats”, “character templates” or “format templates” for the character formatting. Transit uses markups instead of these formats.

If you format the text manually, Transit does not use these markups, but rather assigns the desired attribute to the text (e.g. underline or bold).

For this reason, where applicable, you should ask your customer to confirm how the text should be formatted before formatting the text.

How do I format the text manually using formatting commands?

1. Highlight the text that you wish to format.
2. Under **Edit | Formatting** click the icon for the formatting you require:

Icon	Explanation
F	Bold
<i>K</i>	Italics
<u>U</u>	Underline
x ³	Superscript
x ₂	Subscript

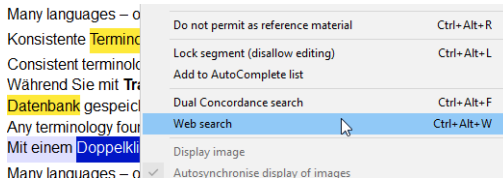
Icons for formatting text manually

Transit assigns the font style to the highlighted text and inserts the appropriate markups. The appearance of markups in the Transit editor is dependent upon the settings selected under **View | Text/Markups** (» [Modifying and managing editor views](#), page 416).

Web search: You can use the Web search to research translations and the meanings of words and phrases directly in Transit using different online services. To do this, Transit automatically uses the services that support your current language combination or the language that is being searched for.

How do I use the Web search?

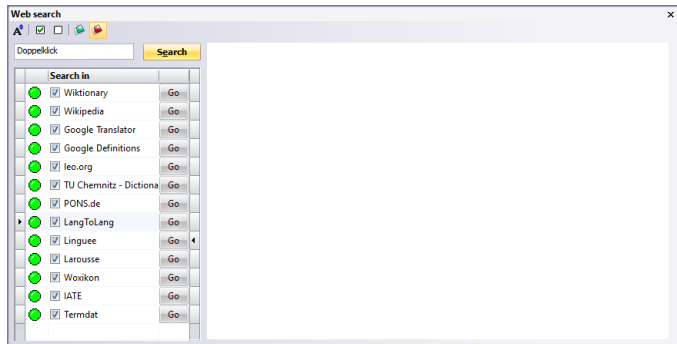
1. Highlight the word or phrase that you want to research in the Transit editor.
2. Right-click the highlighted text and select **Web search** from the context menu (shortcut CTRL+ALT+W):



Transit opens the Web search window and automatically selects whether the search term is in the source or target language.

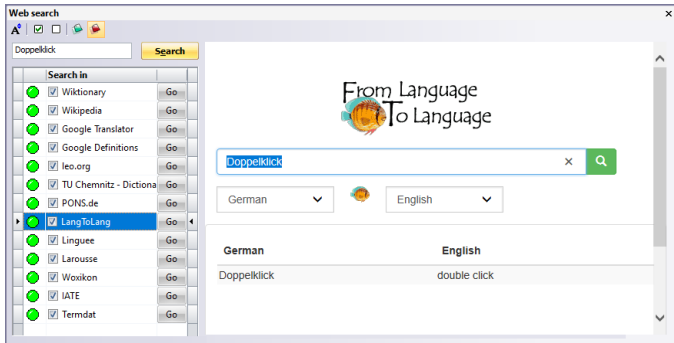
Alternatively, you can manually open the window (**Windows | Open | Web search**), enter the phrase that you want to search for, and set the language yourself.

Transit displays green symbols for all services that have found the word or phrase.




3. To display the search result for a service, click **Go**.



Transit displays the result in the website for the service:



You have the following options:

- Change the text size of the result website:  symbol
- Show the website of a service: Double-click the name of the service.

You can enter additional searches directly in the **Web search** window. You have the following options here:

- Only search in specific services:
 - Select individual services: Select the required services.
 - Select all services: symbol
 - Remove all of the services from the selection: symbol
- Switch between the source language and target language search:
 - Source language web search:  symbol
 - Target language web search:  symbol

Changing the case of the highlighted text

It may be necessary to change the upper/lower case of individual words, e.g. to apply special spellings of product names or to adapt them after a transferring fuzzy match to your translation.

To do this, select the text and press the key combination SHIFT+F3. Transit changes the spelling between mixed case (e.g. *Star*), upper case (e.g. *STAR*) and lower case (e.g. *star*).



Tip: Change terminology case directly during transfer

If you use a translation from the dictionary, you can adjust the upper/lower case directly when inserting (shortcut ALT+SHIFT+..., » [Working with terminology](#), page 439).

Deactivating write protection for the source language

The text in the source language is write-protected so that you do not inadvertently change the text. If this happened, the language pair would no longer agree with the imported source document, and you would be unable to use your translation as reference material.

However, it may be necessary to change the text in the source language in certain cases - if you have found typing errors in the original document, for example.



Reactivating write protection

It is recommended that you reactivate write protection for the source language as soon as you have made your changes. In this way you can avoid the source language text being changed accidentally.

How do I deactivate write protection for the source language?

1. Place the cursor in the source language text.
2. Deselect the **Read-only** option under **Edit | Text**.
Transit deactivates write protection for the source language.
3. Correct the text.

We recommend you reactivate write protection immediately afterwards.

How do I reactivate write protection for the source language?

1. Place the cursor in the source language text.
2. Click **Read-only** under **Edit | Text**.

Transit reactivates write protection, as indicated by the checkmark in front of this option.

Using AutoText to insert frequently occurring text

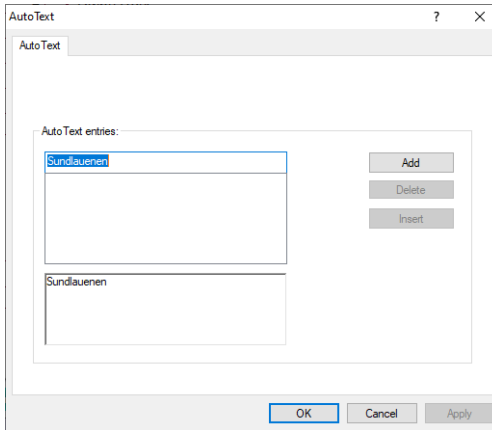
In Transit, you can save frequently occurring text as 'AutoText'. You then have two options for inserting this text into your translation:

- Type the name of an AutoText entry and Transit will replace it
Instead of the text itself, you enter the name of an AutoText entry into the editor; Transit then automatically inserts the required text.
Example: The expression *STAR Group* occurs repeatedly in your text. You save these words as an AutoText entry and specify *sg* as the name of the entry. Then all you have to do is enter *sg* and Transit will replace the string with the expression *STAR Group*.
- Select from the list of AutoText entries
Transit displays the names of all the expressions you have saved as AutoText entries in one window. You can select the desired entry from this list, then Transit will enter it into your translation.

How do I create an AutoText entry?

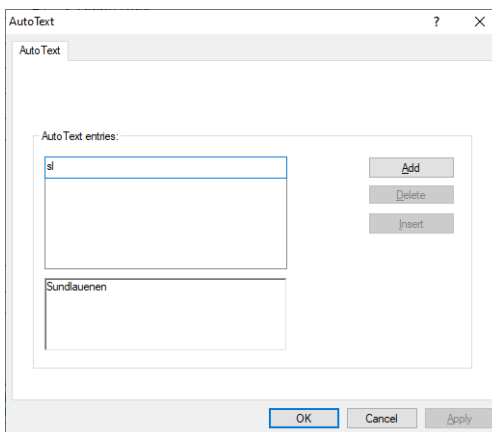
1. Select the text in Transit you want to save as an AutoText entry (in the example, *STAR Group*).
2. Select **Edit | Text | AutoText**.

Transit displays the following window:



- Top field: Name of AutoText entry.
The top field initially displays the text you selected as the name for the AutoText entry (in the example, STAR Group).
- Middle field: List of names of all available AutoText entries.
- Bottom field: Text which Transit should insert as AutoText (in the example, STAR Group).

3. In the top field, enter a name for the AutoText entry:



AutoText window with entered AutoText name

You can enter this name in your translation instead of the text itself (in the example, sg). Transit automatically replaces the name with the AutoText.

4. To confirm your entry, click **Add**.

Transit will use the specified name as an abbreviation for the text displayed in the bottom field. Transit now also displays the name string in the centre field.

How do I enter AutoText while translating?

1. Enter the name of the AutoText entry in the target language window (in the example, *sg*).
2. Immediately press the F3 key to make Transit replace the name with the AutoText (in the example *STAR Group*).

How do I select an AutoText entry from the list?

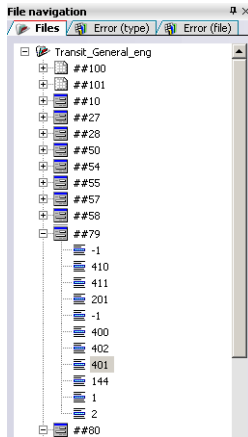
1. Place the cursor in the target language window at the point at which Transit should insert the AutoText.
2. Select **Edit | Text | AutoText**.
Transit displays the **AutoText** window with its three fields. The centre field displays the names of all the AutoText entries saved.
3. In the centre field, select the name of the AutoText entry which Transit should insert into your translation.
Once you select a name, the bottom field displays the AutoText which will be inserted into the translation.
4. Click **Insert** to insert the text into your translation.
Transit enters the saved AutoText into your translation at the cursor position.

How do I delete an AutoText entry?

1. Select **Edit | Text | AutoText**.
Transit displays the **AutoText** window with its three fields. The centre field displays the names of all the AutoText entries saved.
2. In the centre field, select the name of the AutoText entry which you want to delete.
Once you select a name, the bottom field displays the AutoText which belongs to the selected name.
3. Click **Delete** to delete the AutoText entry.
Transit deletes the AutoText entry.
4. Close the **AutoText** window by clicking **OK**.

File display in the "File navigation" window

The languages files within a project are normally opened via **Project | Administration | Open language pair** or via the Quick Access Toolbar. Transit offers a further possibility with the **File navigation** floating window. The **Files** tab in this window provides a separate view of all the files contained in a project and their hierarchy, and also allows you open these files in the Transit editor right from the window with a double click.



File navigation window

In addition, the **File navigation** window contains the **Error (type)** and **Error (file)** (» [Error display in the file navigation](#), page 282).

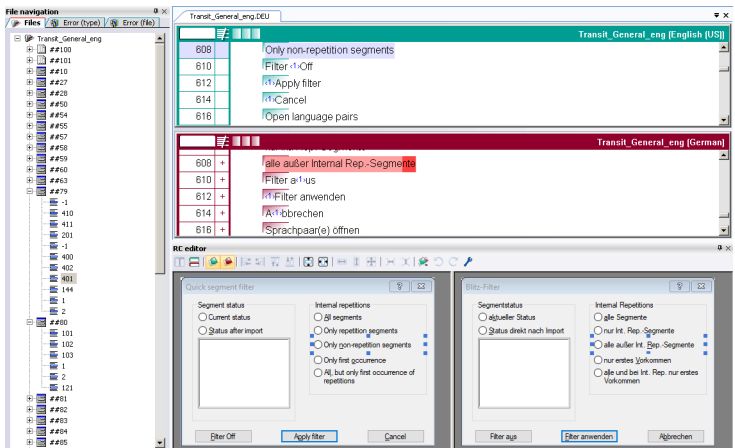
Navigation via the **File navigation** window is of particular use when working with resource files. Clicking on a dialog name or a particular element in the tree structure displayed in this window takes you directly to the corresponding segment in the Transit editor (» [Binary resources in the RC editor](#), page 226).

Binary resources in the RC editor

The **RC editor** supports you in localising binary resource files. It displays the source and/or target language dialogs contained in the resources.

The **Markup** window allows you to check which letters you have already used for accelerator keys in the current translation, thus avoiding accelerators being assigned multiple times.

The **File navigation** window can be used to jump to specific menus, dialogs or string tables (» [File display in the "File navigation" window](#), page 225).



RC editor with source and target language dialogue from a binary resource



Tip: Use Localisation Specialist role

For working with resource files, we recommend the **Localisation Specialist** role. The role is optimised for typical localisation tasks and automatically displays the **File navigation**, **RC Editor**, and **Markup** windows.

To do this, select **Roles | Standard Role | Localisation Specialist** in the resource bar.

Static and dynamic viewers

For particular file types, Transit offers static or dynamic viewers. Those viewers can display the document text you are translating in the Transit editor in the original layout.

- In a static viewer the source language document text is displayed in the original layout.
- In a dynamic viewer the current status of the translation into the target language is displayed as a preview in the original layout.

Transit offers the following viewers:

- PDF viewer/Word preview (» [page 227](#)): Static display of PDF files (from FrameMaker, InDesign, QuarkXPress, Word, PowerPoint, Visio, and RTF) and dynamic preview of Microsoft Word documents
- HTML viewer (» [page 229](#)): Dynamic display of HTML files and user-defined, custom XML files
- Multimedia viewer (» [page 230](#)): Display of graphics contained in Word documents
- Office preview (» [page 231](#)): Dynamic preview of Word, Excel, and PowerPoint documents in the respective Office application

In Transit, these viewers are conceived as “*floating windows*” which can be called up via the context menu of the Transit toolbar (» [How do I select a viewer?](#), page 227).

How do I select a viewer?

1. Right-click the area to the right of the resource bar.
2. In the context window, select the viewer.

Transit opens the window for the viewer selected. The viewers take the form of floating windows. You can also change the display mode of the viewers from “floating” to “permanent”, alter their size and position as desired or dock them with the user interface (» [The Transit toolbar](#), page 32).

PDF viewer/Word preview

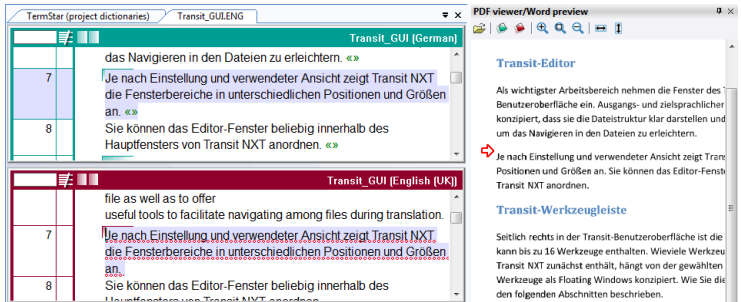
In the PDF viewer/Word preview a static viewer can be combined with a dynamic preview

- **Source language:**

If a PDF file of the original document is available, it can be displayed in the PDF viewer.

The view of the source document in the PDF viewer is synchronised with the view of the language pair in the Transit editor. This means, during translation, you can see

in the PDF viewer where you are in the document at any given moment by means of a red arrow.



Transit editor and PDF viewer/Word preview floating window

This allows you to quickly determine, for example, whether the text to be translated next is a heading or an index entry, and to translate the text appropriately.

- **Target language**

For Word files, a preview can be displayed in the original layout, reflecting the current state of the translation (» [Office preview](#), page 231).

The toolbar of the PDF viewer/Word preview offers the following view options:

Function	Explanation
Open	Allows to open any PDF file
Source language	Displays the source language PDF file
Target language	Displays the latest status of the translation into the target language in a Word preview
Zoom in	Incrementally zooms in on the page view
Original size	Displays the page view in its original size
Zoom out	Incrementally zooms out from the page view
Page width	Adjusts the page view to the width of the viewer window
Page height	Adjusts the page view to the height of the viewer window

PDF viewer/Word preview: Toolbar functions



“No PDF file available” message

If the PDF viewer cannot find a PDF file that belongs to the current language pair, it displays a page with the following message:

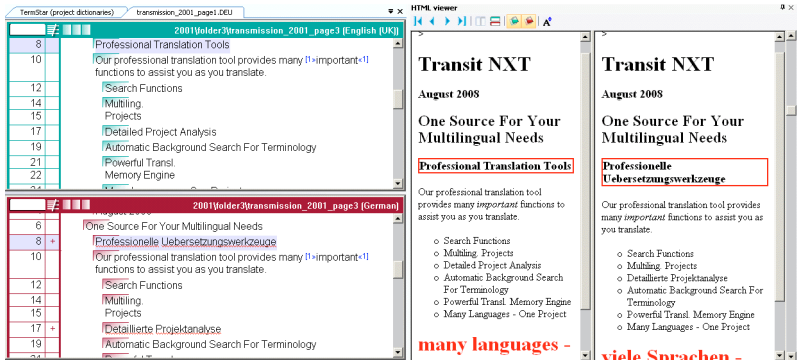
No PDF file available.

Please make sure that the PDF file is located in the working folder.

Make sure that the PDF files are saved in the same folder and named the same as the language pairs (» [PDFs for PDF viewer: Same folder and filenames as language pairs](#), page 67).

HTML viewer For projects with HTML files or customised XML files, Transit can synchronously show the texts in the editor and original format. The HTML viewer can show the source language and the target language version of the original file and thus visualise the current progress during translation.

The red frame in the HTML viewer shows which part of the file is currently being edited in the Transit editor. As soon as you confirm the translation with ALT+INS, it is displayed in the target language pane of the HTML viewer:



Transit editor and **HTML viewer** floating window

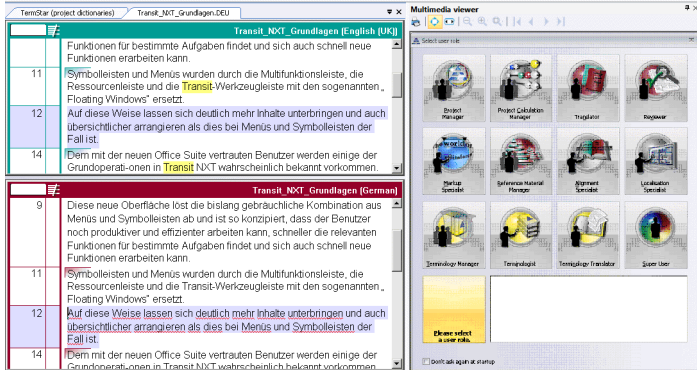
The toolbar of the HTML viewer offers the following navigation and view options:

Function	Explanation
First segment	Displays the first segment of the current file
Previous segment	Goes to the previous segment
Next segment	Goes to the next segment
Last segment	Displays the last segment of the current file
Side by side	Arranges the source and target language panes side by side
Top/bottom	Arranges the source and target language panes one under the other
Show/hide source language	Shows or hides the source language pane
Show/hide target language	Shows or hides the target language pane
Change text size	Increases the size of the displayed text

HTML viewer: Toolbar functions

Multimedia viewer You can use the multimedia viewer to display graphics contained in the Word document to be translated.

The multimedia viewer automatically displays the graphic associated with the segment. This allows you to recognise the content reference between text and graphic without having to switch to another application:



Transit editor and Multimedia viewer floating window



Packing and forwarding project files

When packing or forwarding Transit projects containing image information for the Multimedia viewer, the COD file must also be packed (» **Packing a project**, page 121 and » **Forwarding a project**, page 134).

The COD file contains the image information and must therefore be included in the project package. Only then will the recipient of such a project be able to display the images in the Multimedia viewer.

The toolbar of the Multimedia viewer offers the following navigation and view options:

Function	Explanation
Print	Opens the Print window
Fit to window	Adjusts the size of the selected images to the size of the Media-viewer window
Scroll mode	Shows the scroll bar at the bottom and right edges of the Media-viewer window if it is not large enough to display the whole image
Zoom out	Incrementally zooms out from the image
Zoom in	Incrementally zooms in on the image
Original size	Displays the image in its original size
Show/Play first item	Displays the first item in the active segment

Multimedia viewer: Toolbar functions

Function	Explanation
Show/Play previous item	Displays the previous item in the active segment
Show/Play next item	Displays the next item in the active segment
Show/Play last item	Displays the last item in the active segment

Multimedia viewer: Toolbar functions

Office preview When translating Word, Excel, or PowerPoint documents, you can open a preview of the document from the Transit editor in the respective Microsoft application.

How do I open a preview of a document in Office?

1. Right-click a segment and select **Display preview in Office application** from the context menu.
 Transit starts Microsoft Office in the foreground and displays the preview there.
 The position of the clicked segment is highlighted in the document. This allows you to immediately recognise where you are in the document.

As an alternative for Word documents, you may display the preview in the Transit window **PDF viewer/Word preview** (» [PDF viewer/Word preview](#), page 227).

Dual Concordance search

Overview The dual concordance search allows you to determine where and how a phrase or word is used in the current project and in the reference material (» [Starting a concordance search](#), page 232). To do this, Transit displays the segment pairs in which identical or similar strings occur.

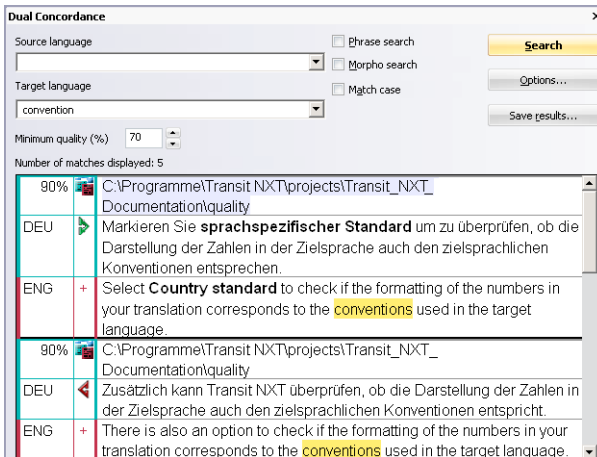
You can specify a wide range of settings for concordance search (» [Concordance search settings](#), page 233) and use the matches for different purposes (» [Accept concordance search matches](#), page 234).

Starting a concordance search If you want to search for a word or phrase from the language pair, select the word or phrase. You can select in the source language and/or in the target language. Transit automatically transfers the selected text to the concordance search.

How do I start a concordance search?

1. In the Transit editor, select the word or phrase you want to search (in source and/or target language).
2. Press CTRL + ALT + F or right-click the selected text and select **Concordance search** from the context menu.

Transit starts the search and displays the results in the **Dual Concordance** window:



Dual Concordance window displaying the search results

The matches contain the following information:

- First line: Similarity of match and language pair in which the text was found
- Second line: Source language segment

In the second line, Transit additionally displays an icon for the language direction of the reference segment (as for fuzzy matches, » [Language direction of the reference segment](#), page 166).

- Third line: Target language segment

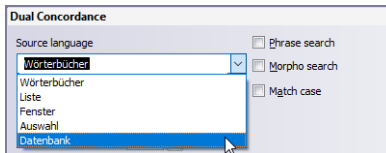
In order to display the match in context, you can open its reference file. To do so, click the icon in the first line or right-click the match and select **Open reference file** from the context menu.



Searching for a search text again

In the **Source language** and **Target language** lists, Transit shows all the texts which you have searched for with the concordance search since starting Transit.

If you want to search again for a text, simply select it from the list. Transit then starts the search immediately.



List of word and phrases which you have searched for

In order to close the **Dual concordance** window, click **X** on the right of the titlebar.

Concordance search settings

In the **Dual Concordance** window, you can specify the following settings:

- **Minimum quality:** With this option you can define how similar matches should be (not relevant for phrase search).
- **Phrase search:** With this option Transit searches for text that exactly matches the search text.

Example:

Search string	Word search finds	Phrase search finds
this translation	<i>This tool is useful for your <u>trans-</u> <u>lation</u>.</i>	-
this translation	<i>Improve your <u>translation</u> with <u>this</u> new feature.</i>	-
this translation	<i>You can do <u>this translation</u> with Transit.</i>	<i>You can do <u>this translation</u> with Transit.</i>

Examples of word and phrase searches

- **Morpho search:** With this option Transit also finds inflections of the searched word.
- **Match case:** With this option Transit takes account of upper / lower case.

Clicking **Options** takes you to the user preferences. There you can configure additional, project-independent settings for Dual Concordance search (» [User preferences for dual concordance search](#), page 356).

Accept
concordance
search matches

Via the context menu you have the following possibilities:

- **Copy segment:** With this option you can copy the selected match to the clipboard and paste it into another application such as Word or into an e-mail.
- **Transfer translation to target language:** With this option you can accept the selected match directly for the segment activated in your language pair.
- **Insert selected text in target language:** With this option you insert the selected part of the match in your language pair.
- **Display option:** With this option you to control how markups and character formatting are displayed in the **Dual Concordance** window.
- **Rapid entry:** With this option you can insert the marked words via the rapid entry function into a project dictionary (» [How do I add terminology to a project dictionary using the rapid entry function?](#), page 186).

You also have the option to save the results of a concordance search as a language pair. To do so, click **Save results**.

Dynamic Linking

Overview Dynamic linking allows you to display current usage examples for dictionary suggestions from your project and reference material (» [Calling up Dynamic Linking](#), page 235). To do this, Transit displays the segment pairs in which identical or similar terms occur.

Advantages compared to the recording of examples in a dictionary:

- Subject-specific examples
Dynamic Linking displays examples found in the current project, i.e. the subject you are working on.
- No terminology maintenance effort
Dynamic Linking creates the examples dynamically when they are called up. Therefore they are always up to date and do not need to be created or maintained in the dictionaries.

You can specify a wide range of settings for Dynamic Linking (» [Settings for Dynamic Linking](#), page 237) and use the matches for different purposes (» [Accept Dynamic Linking matches](#), page 239).

Calling up Dynamic Linking

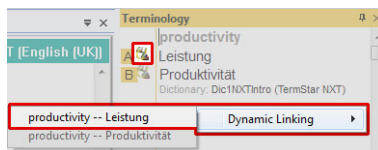
How do I call up Dynamic Linking?

1. In the Terminology window, double-click the symbol to the left of the dictionary entry in question.

Alternatively you can use the context menu in the **Terminology** window:

- Right-click the dictionary entry.

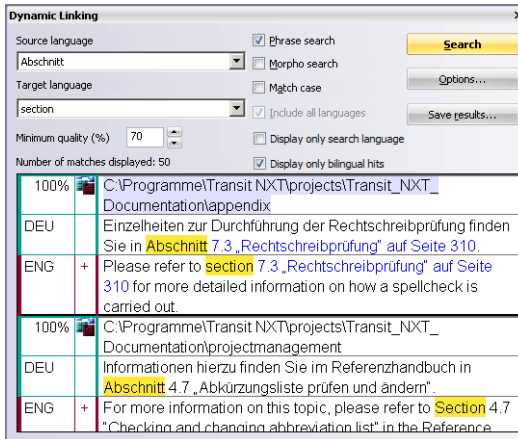
Transit displays the terms or pairs of terms in the context menu **Dynamic Linking**:



Calling up Dynamic Linking from the terminology window

- Select the term or pair of terms for which you wish to call up Dynamic Linking.

Transit starts the search and displays the results in the **Dynamic Linking** window:

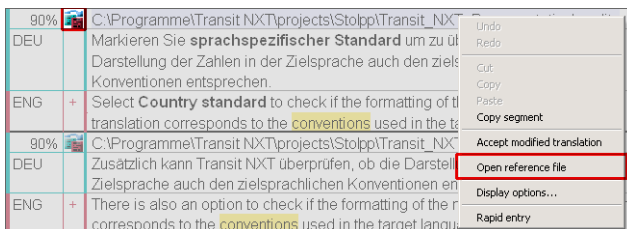


Dynamic Linking window with search results

The matches contain the following information:

- First line: Similarity of match and language pair in which the text was found
- Second line: Source language segment
- Third line: Target language segment

In order to display the match in context, you can open the reference file via the icon in the first line or via the context menu:



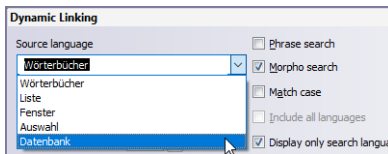
Context menu for a Dynamic Linking match



Searching for a search term again

In the **Source language** and **Target language** lists, Transit shows all the terms which you have searched for with Dynamic Linking since starting Transit.

If you want to search again for a term, you can simply select it from the lists.



Terms which you have searched for

In order to close the **Dynamic Linking** window, click **X** on the right of the titlebar.

Settings for Dynamic Linking

In the **Dual Concordance** window, you can specify the following settings:

- **Source language / Target language:** Source language and/or target language term which you want Transit to search for.
 - Search in the source language only: Leave the **Target language** field empty.
 - Search in the target language only: Leave the **Source language** field empty.
- **Minimum quality:** With this option you can define how similar matches should be.
- **Phrase search:** With this option Transit searches for text that exactly matches the search text.

Example:

Search string	Word search finds	Phrase search finds
this translation	<i>This tool is useful for your <u>trans-</u> <u>lation</u>.</i>	–
this translation	<i>Improve your <u>translation</u> with <u>this</u> new feature.</i>	–
this translation	<i>You can do <u>this translation</u> with Transit.</i>	<i>You can do <u>this translation</u> with Transit.</i>

Examples of word and phrase searches

- **Morpho search:** With this option Transit also finds inflections of the searched word.
- **Match case:** With this option Transit takes account of upper / lower case.
- **Include all languages** (only for Dynamic Linking callup from TermStar).
With this option, Transit takes into account not only source and target languages, but all languages for which data record entries and reference material exist.

Example for the term pair *database/Datenbank*:

	English	German	French
Data record in the dictionary	database	Datenbank	base de données
Sample segment 1	...in this <u>database</u>	...in dieser <u>Datenbank</u>	...dans cette <u>base de données</u>
Sample segment 2	<u>Deleting the database</u>	<u>Datenbank löschen</u>	<u>Supprimer la banque de données</u>

Examples of including all languages in the search

- Option selected:
TermStar also searches for the French language entry (*base de données*) in the (French) segments.
As the sample segment 2 contains another term (*banque de données*), it is not displayed as a Dynamic Linking match.
- Option not selected:
TermStar only searches for the German and English language entries.
As *database / Datenbank* appear in both sample segments, Dynamic Linking also displays segment 2 as a match.



“Please uncheck ‘Include all languages’” message

If Transit displays this message, there would be matches if not all languages were taken into account.

To display these matches, deselect **Include all languages** and search again.

- **Display only search language:** With this option, Transit displays segments in one language as results:
 - With search text in the **source language** field: Transit displays source language segments only.
 - Blank **source language** field: Transit displays target language segments only.
 If you deselect the option, Transit will display both source language and target language segments.
- **Display only bilingual hits:** With this option, Transit only displays hits for which there are both source language and target language segments.
If you deselect the option, Transit will display hits for which there is only a source language or a target language segment as well. This is a good idea if, for example, you want to use reference material from projects with other target languages for Dynamic Linking.
Example: You are working on an English-Italian project, and you want to find out which (English) context an English term is used in. Since you have little

English-Italian reference material available, you select material from English-German projects for Dynamic Linking as well.

- Option selected: Transit displays only hits from the English-Italian reference material.
- Option not selected: Transit displays (English) hits from the English-German reference material as well.

Clicking **Options** takes you to the user preferences. There you can configure additional, project-independent settings for Dynamic Linking (» [User preferences for Dynamic Linking](#), page 358).

Accept Dynamic Linking matches

Via the context menu you have the following possibilities:

- **Copy segment:** With this option you can copy the selected match to the clipboard and paste it into another application such as Word or into an e-mail.
- **Accept translation:** With this option you can accept the selected segment directly for the segment activated in the language pair.
- **Display option:** With this option you to control how markups and character formatting are displayed in the **Dynamic Linking** window.
- **Rapid entry:** With this option you can insert the marked words via the rapid entry function into a project dictionary (» [How do I add terminology to a project dictionary using the rapid entry function?](#), page 186).

You also have the option to save the Dynamic Linking results as a language pair. To do so, click **Save results**.

Processing internal repetitions

You can use the *internal repetitions mode* to translate internal repetitions before starting the 'actual' translation.

The option has particular application if you wish to divide up the project and pack it for several translators. This way you can make sure that these internal repetitions are translated identically in each part of the overall project. It also reduces the translation effort.



100% fuzzy matches

Transit suggests translations from Internal Repetitions even without internal Repetitions mode: As soon as you have translated the first occurrence, Transit suggests this translation as a 100% match for the following occurrences. Depending on the fuzzy settings, 100% matches can also be inserted and confirmed automatically (» [Settings for source language fuzzy search](#), page 168).

The Internal Repetitions mode is only useful and necessary if you want to translate internal repetitions first and all other segments will be processed later.

Section » [Switching to internal repetitions mode](#), page 241 provides information on how to switch to internal repetitions mode.

In internal repetitions mode, Transit provides special functions:

- Translating internal repetitions (» [page 241](#))
- Applying a translation for all internal repetitions in the same group (» [page 242](#))
- Navigating in internal repetitions mode (» [page 243](#))



Proofreading internal repetitions

A special mode is also available for reviewing internal repetitions (» [Proofreading internal repetitions](#), page 289).

Colour and filter for internal repetitions

Transit supports special functions for displaying internal repetitions. You can use these independently of the internal repetitions mode, i.e. even if you are translating a project "normally":

- Colour for internal repetitions
Transit can indicate internal repetitions in the segment info column or as the segment background colour. To do this, select **View | Segments | Colours | Info column | Internal repetitions** or ... **Segments | Internal repetitions** (» [User preferences for colours and display fonts](#), page 352).
- Filter by internal repetitions
You can filter language pairs by internal repetitions (e.g. show internal repetitions only or only the first segment of each internal repetitions group). The corresponding filter options can be found:

- in the **Segment filter** window, **Segment info** tab in the **Internal repetitions** section (» [Filtering segments according to segment information](#), page 200)
- in the **Quick segment filter** window in the Transit editor (» [Search and filter functions in the Transit editor](#), page 147)

Example for internal repetitions

The following example is used to explain the function of internal repetitions mode:

	☰
1	apple
2	orange
3	cherry
4	apple
5	banana
6	apple
7	ananas
8	pear
9	peach
10	banana
11	apple
12	apricot

Language pair containing two groups of internal repetitions (apple and banana)

- Segments 1, 4, 6 and 11 contain the identical text *apple*. They form the first internal repetitions group.
- The other group includes all segments that contain the identical text *banana*. They form the second internal repetitions group.

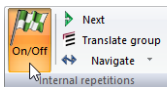
In internal repetitions mode, you can process these groups first. Once you have finished editing the internal repetitions, you can leave internal repetitions mode and translate the remaining segments as usual or pack the project for several translators.

Switching to internal repetitions mode

How do I switch to internal repetitions mode?

1. Select **Processing | Internal repetitions | On/Off**.

The internal repetitions mode is on, its special functions are available:



To exit the internal repetitions mode, select **Processing | Internal repetitions | On/Off** again.

Translating internal repetitions

When you confirm a segment with ALT+INS, Transit normally moves the cursor to the next segment to be translated.

In internal repetitions mode, Transit only takes account of internal repetitions. ALT+INS moves the cursor

- to the next untranslated segment of the same internal repetitions group
- to the first untranslated segment of the next internal repetitions group

Examples:

- You have translated segment 6 and confirmed it as translated with ALT+INS.

Within the internal repetitions group *apple*, segment 11 is the next segment to be translated. Transit moves the cursor to this segment so that you can translate it:

	☰	☷
1	*	Apfel
2		orange
3		cherry
4	+	Apfel
5		banana
6	+	Apfel
7		ananas
8		pear
9		peach
10		banana
11	*	apple
12		apricot

- You have translated segment 11 as the last segment of the internal repetitions group *apple* and confirmed it as translated with ALT+INS.

Segment 5 is the first segment to be translated in the next the internal repetitions group *banana*. Transit moves the cursor to this segment so that you can translate it:

	☰	☷
1	*	Apfel
2		orange
3		cherry
4	+	Apfel
5		banana
6	+	Apfel
7		ananas
8		pear
9		peach
10		banana
11	*	apple
12		apricot

Applying a translation for all internal repetitions in the same group When you have translated a segment of an internal repetitions group, you can apply this translation to all segments in this group.

repetitions in the same group

How do I apply a translation for all internal repetitions in the same group?

1. Translate the segment of the internal repetitions group.
2. Select **Processing | Internal repetitions | Translate group**.

Transit applies the translation to all segments that belong to this internal repetitions group.

Example:

- You have translated segment 5 with *Banane* and apply this translation to all internal repetitions belonging to the same group.

The same group also includes segment 10. Transit applies and confirms the translation *Banane* for this segment as well:

1	*	Apfel
2		orange
3		cherry
4	+	Apfel
5	*	Banane
6	+	Apfel
7		ananas
8		pear
9		peach
10	+	Banane
11	+	Apfel
12		apricot

Navigating in internal repetitions mode

In the internal repetitions mode you can move the cursor by using menu items or shortcuts:

Function	Ribbon bar	Key/Keyboard shortcut
Navigate between different groups	Processing Internal repetitions Navigate Next int. rep. group	CTRL+PLUS (numeric keypad)
	Processing Internal repetitions Navigate Previous int. rep. group	CTRL+MINUS (numeric keypad)
Navigate within the same group	Processing Internal repetitions Navigate Next in same group	ALT+PLUS (numeric keypad)
	Processing Internal repetitions Navigate Previous in same group	ALT+MINUS (numeric keypad)
Navigate between internal repetitions (within the group or between groups)	Processing Internal repetitions Navigate Next internal repetition	CTRL+ALT+ PLUS (numeric keypad)
	Processing Internal repetitions Navigate Previous internal repetition	CTRL+ALT+ MINUS (numeric keypad)

Moving the cursor in internal repetitions mode

If your computer does not have a numeric keypad, you can use the function keys F1 and F2 instead of MINUS and PLUS (» [Alternative for PLUS/MINUS \(numeric keypad\): F1/F2 keys, page 434](#)).

Examples:

- **Next int. rep. groups**
If the cursor is in segment 6, you will navigate to segment 5 (first segment of the next Internal Repetition group *banana*).
- **Next in same group**
If the cursor is in segment 6, you will navigate to segment 11 (next segment within the same *apple*).

- **Next internal repetition**
 - If the cursor is in segment 6, you will navigate to segment 11 (next segment within the same *apple*).
 - If the cursor is in segment 11, you will navigate to segment 5 (first segment of the next internal repetition group *banana*).

Translating into R2L (right-to-left) languages

Languages whose main reading direction is from right to left (e.g. Arabic or Hebrew) are referred to as '*right-to-left languages*' (or '*R2L languages*'). European and most African and Asian languages, by contrast, are '*left-to-right*' languages (or '*L2R*'), i.e. their main reading direction is from left to right.

In the translation process, bidirectional segments demand special care. Bidirectional segments are segments in which there are both R2L and L2R sequences of text.

Transit provides assistance with the translation of R2L languages and bidirectional text by means of the following editor functions:

- Changing the main reading direction for R2L languages in the Transit editor (» [page 245](#))
- Indicating text direction by insertion point (» [page 246](#))
- Indicating text direction by background colour (» [page 246](#))
- Displaying "Left-to-right"/"Right-to-left" markers (» [page 247](#))



Right-aligned view is basic requirement for working with R2L languages

The right-aligned view is the basic requirement for being able to view and edit R2L languages correctly in the Transit editor (» [Changing the main reading direction for R2L languages in the Transit editor, page 245](#)).



Experience with R2L languages required

In order to be able to translate R2L languages correctly, advanced knowledge and experience of editing R2L languages is required and of the rules that apply to bidirectional text.

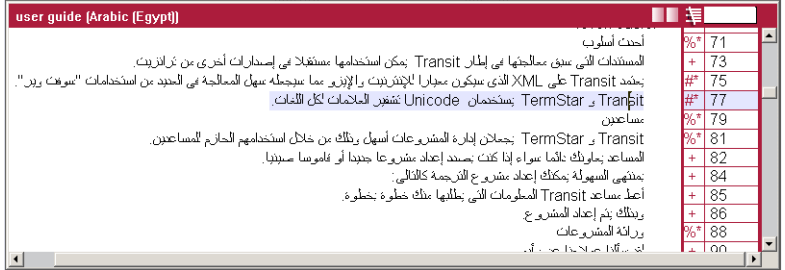
Changing the main reading direction for R2L languages in the Transit editor

In order to display R2L languages correctly in the Transit editor, you have to change the view for the source or target language pane to "right-aligned". Transit then not only aligns the text flush right, but also changes the main reading direction of the text so that even bidirectional text sequences are shown in the correct order.

How do I change the main reading direction of the text?

1. Select the window pane for which you want to change the main reading direction.
 - If, for example, you are translating into Arabic, select the target language pane.
2. Select **View | Text/Markups | Options | Right-aligned**.

Transit will change the main reading direction for the window pane and indicate that it has done so by placing a tick next to the option. Transit will then align the text accordingly and show text sequences in the correct order:



When translating R2L languages, you change the main reading direction



Saving settings in the view

You can save the **Right-align** setting in the view (» [Customising the Transit working environment](#), page 346).

Indicating text direction by insertion point

For R2L languages, the insertion point in the Transit editor indicates the text direction at the current position: It points to the next character that logically follows the insertion point.

ن.الأرصاصة 91 RON

At the current position, the text direction is right-to-left

Cursor	Description
	Text direction left-to-right
	Text direction right-to-left

Text direction at current position

Indicating text direction by background colour

The Transit editor can indicate different text directions by different background colours:

DIN EN 228 أو يورو سويد.
كل درجة جودة هي
1 91 RON للترين الحادي الخالي من الأرصاصة

Transit indicates the text direction by background colour

You can define the background colours for the text direction in the user preferences (» [User preferences for colours and display fonts](#), page 352).

To turn on/off the selected background colours for text direction, select **View | Segments | Colours | Segments | Text direction**. Transit displays the background colours that you have defined in the user preferences.



Markup IDs are displayed dependent on the context

The background colour of the Markup IDs always indicates the context they belong to.

Displaying
“Left-to-right”/
“Right-to-left”
markers

Transit can display “Left-to-right” markers (L2R markers) and “Right-to-left” markers (R2L markers) in the editor window:

البنزين العادي الخالي من الرصاص RON 91

A left-to-right marker in the Transit editor

To display the markers in the Transit editor, select **Special characters** under **View | Text/Markups**.

Symbol	Description
↵	L2R marker
↶	R2L marker

Symbols for L2R/R2L markers



Symbols for L2R/R2L markers must be included in the display font

Transit can display the symbols for L2R/R2L markers only if they are included in the font used in the Transit editor. If Transit cannot display the symbols, you can select another display font to be used in the Transit editor (» [User preferences for colours and display fonts](#), page 352).

If you have selected the option **Special characters** under **View | Text/Markups**, Transit displays all special characters using the symbols that you have defined in the **User preferences**, e.g. spaces, non-break spaces, line breaks, and tabs.

If you only want to display L2R/R2L markers but no other special characters, you can select “invisible” symbols for each of the other special characters. To select an ‘invisible’ symbol for a special character, select the option **Special characters** in the user preferences. Then select the first entry in the relevant list (» [User preferences for displaying special characters](#), page 351).

7 Quality assurance

Overview

Transit provides you with a range of functions to ensure the quality of your work and of the translation project overall:

- **Spellcheck** (» [page 250](#))
You can check your spelling. You can use dictionaries and/or the project's reference material as a basis for the spellcheck.
- **Checking terminology** (» [page 257](#))
Using this function, you can check whether the terminology from the project dictionaries has been used in the translation.
- **Checking markups** (» [page 260](#))
Markup mode enables you to establish whether the markups in the source and target languages are consistent.
- **Format check** (» [page 266](#))
You can use the format check to establish whether markups in the source and target languages are consistent, or whether the translated target language segments contain text which has not been translated, for example. You can also identify and correct any wrong number formats, missing spaces or text which has not been translated before exporting a document.
- **Checking variants** (» [page 283](#))
Transit allows you to find translation and/or source variants. Normally, the variant check is enabled and performed as part of the format check. However, you can also perform the variant check separately.
- **Proofreading mode** (» [page 285](#))
Proofreading mode gives you the opportunity to subject translated documents, which have already gone through other quality controls such as the spellcheck and markup mode, to an additional, systematic check.

- Proofreading internal repetitions ([» page 289](#))
You can use the *internal repetitions mode* to proofread internal repetitions in a targeted manner. The option has particular application if you wish to divide up the project and pack it for several translators.
- Quality rating in accordance with J2450 ([» page 291](#))
J2450 is a quality metric for assessing translation quality. You can rate the segments via the context menu or using key combinations. To analyse the quality of the translation across the entire translation project, use the quality report.
- Printing out Transit files for proofreading ([» page 297](#))
This function enables you to print out your language pairs or generate PDF files for proofreading purposes, for example.
- Logging and comparing revision steps ([» page 302](#))
In multi-stage translation processes (consisting e.g. of translation, proofreading, external review), different users may have changed the translated segment. You can decide if Transit logs revisions of translations in order to later display and compare revision steps.
- Quality report ([» page 305](#))
By creating a quality report you get a complete overview on the results of the format check and terminology check, segment comments and revisions as well as translation and source variants.

Spellcheck

Overview You can check your spelling in Transit. Transit can perform the spellcheck on the basis of dictionaries or even reference material. Transit checks whether the words in the document being checked are in the dictionaries or the reference material.

If Transit finds a word that is not in the dictionary/reference material, it displays the unknown word so that you can decide whether and how to correct it.

Transit supports various resources for spellchecking:

- TermStar dictionaries (» [page 250](#))
These enable Transit to recognise proprietary terminology and technical terms that are not contained in the standard dictionaries.
- Open source dictionaries (» [page 250](#))
These are open-access dictionaries.
- Microsoft Word spellchecking
The spellcheck on the basis of the Microsoft Word spelling checkers can only be performed if it is possible to access Microsoft Word 2002 or higher.
- Reference-based spellcheck (» [page 251](#))
With this type of spellcheck, Transit can regard the project's context – even for languages for which there is no spellcheck dictionary available.

Please note that Transit only checks text that is not write-protected (i.e. not the contents of markups).

TermStar dictionaries If you have assigned TermStar dictionaries to a project, Transit can also automatically use those dictionaries as the basis for the spellcheck.
This enables Transit to recognise proprietary terminology and technical terms that are not contained in the default spellcheck dictionary.
For details of how to assign TermStar dictionaries to a project, refer to » [“Dictionaries” project settings](#), page 106.

Open source dictionaries Transit uses open source dictionaries as a spellchecking resource. The Transit installation package includes a great number of freely available, HunSpell compatible spellcheck dictionaries.
If required, you have the option to add freely available, HunSpell compatible spellcheck dictionaries for additional languages – taken from the OpenOffice.org project or other sources. For details refer to the » [Transit/TermStar Reference Guide](#).



Content and quality of the spellcheck dictionaries

The spellcheck dictionaries are freely available open source products. Thus, the STAR AG has no influence on their content and quality.

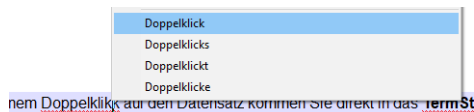
Reference-based spellcheck The reference-based spellcheck allows you to include the reference material of your project in the spellcheck (reference-based spellcheck). Transit checks each word in the active language pair to see if it also occurs in the reference material. With this type of spellcheck, Transit can regard the project's context – even for languages for which there is no spellcheck dictionary available.

If you are using the reference-based spellcheck, there are several ways in which you can carry out the spellcheck (» [How does Transit carry out the spellcheck?](#), page 255).

Spellcheck settings You can define the following option for spellchecking via **Review | Spellcheck**:

- **Auto:** Select this option if you want the spelling to be checked while you are entering the translation. Transit compares the text you have entered with the dictionary entries and highlights the terms which do not appear in the dictionary using a coloured line.

Via the context menu in the editor, you can call up a list which displays suggested alternatives for the term which has been flagged by the spellcheck:



Automatic spellcheck – list of alternatives in the context menu

Select a term using the mouse pointer and confirm your selection by left clicking if you want to change the term being checked.

You can configure further spellcheck settings under **Options**:

- **Do not check locked segments:** Select this option if you want the spellcheck function to skip any segments that are locked (i.e. those you cannot correct).
- **Match case:** Select this option if you want the spellcheck function to check case usage as well. If this option is not selected, words which only differ in terms of case will be treated as being correct.
- **Ignore UPPERCASE words:** Select this option if you do not want to spellcheck words that are written entirely in uppercase.
- **Ignore pseudo numbers (e.g. C3PO):** Select this option if you do not want to spellcheck combinations of letters and numbers.
- **Ignore internet and file addresses:** Select this option if you do not want to spellcheck Internet addresses (e.g. *www.star-group.net*) and filenames (e.g. *file.txt*).
- **Ignore protected strings:** Select this option if you do not want to spellcheck strings that have been designated protected strings in the project settings (i.e. as strings that are not to be translated, » ["Format check" project setting](#), page 100).

Checking the spelling **How do I check the spelling in the target language in Transit?**

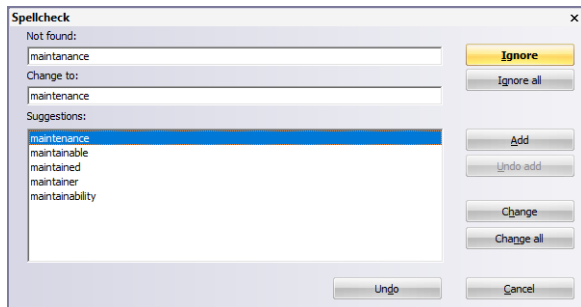
1. At starting the spellcheck, specify which resource Transit should use to carry out the spellcheck. **Review | Spellcheck | Based on** encompasses the following options:
 - **MS Word:** Transit uses the extensive Microsoft Word spelling checkers that are available for a large number of languages.
This option is only selectable if you have access on Microsoft Word 2002 or higher.
 - **OpenOffice (HunSpell):** Transit uses the HunSpell compatible open source dictionaries that are installed per default when installing Transit.
 - **Project dictionaries:** Transit includes the project dictionaries in the spellcheck
 - **Reference files:** Transit includes the reference material in the spellcheck
2. Start the spellcheck by selecting one of the following options from **Review | Spellcheck | Start**:
 - **Segment:** A spellcheck is carried out on the active segment
 - **File:** A spellcheck is carried out on the entire document
 - **From cursor position:** A spellcheck is carried out on the open document from the cursor position

Depending on which settings are selected, Transit will display one or more of the following messages which allow you to specify which resource the spellcheck will be based on:

- Transit can scan the project dictionary ... for spellchecking (...). This may take a while. Scan the updated project dictionary?
Click **Yes** to confirm that Transit should use the project dictionary.
- Transit needs to scan the reference material for spellchecking. This may take a while. Use reference material for spellchecking?
Select **Yes** to confirm that Transit should also use the reference material as the basis for the spellcheck (» [Reference-based spellcheck](#), page 251). Select **No** to confirm that Transit should only use the dictionaries as the basis for the spellcheck.
- Transit can scan the updated reference material for spellchecking. This may take a while. Use reference material for spellchecking?
Click **Yes** to confirm that Transit should use the (modified) reference material.
- The spellcheck for ... is not installed.
Acknowledge the message and install the spellcheck dictionary as explained in the » [Transit/TermStar Reference Guide](#).

Transit begins to search for unknown words from the current cursor position.

If Transit finds a word it does not recognise, it displays the following information in the **Spellcheck** window:



Spellcheck window displaying an unknown word

- **Not found:** Unknown word which Transit could not find in the spellcheck dictionary, the project dictionaries or in the reference material.
 - **Change to:** Suggested alternative from dictionaries or (in the case of reference-based spellcheck) from the reference material.
 - **Suggestions:** More suggested alternatives from dictionaries or (in the case of reference-based spellcheck) from the reference material.
3. You have the following options:
- **Ignore:** Transit ignores this occurrence of the unknown word.
Transit leaves this occurrence of the word unchanged but if it occurs elsewhere in the text, shows it as unknown again.
 - **Ignore all:** Transit ignores every occurrence of the unknown word in the text.
Transit leaves all occurrences of the word unchanged and does not show it as unknown if it occurs again in the course of the spellcheck.
 - **Add:** Transit adds the word to a list of unknown words.
Transit leaves the word unchanged and treats it as known, so that it does not show it as unknown again if it occurs elsewhere in the text.
If you are using the reference-based spellcheck, the list is project-specific, or else user-specific (applicable to all projects of the current user).
 - **Undo add:** Transit removes the last word added from the list of unknown words.
This therefore undoes the last addition of an unknown word. Consequently, the word is no longer treated as known and Transit will show it as unknown if found again.
You can find information on how to edit the list of unknown words, as a whole, in the » [Transit/TermStar Reference Guide](#).

- **Change:** Transit corrects this occurrence of the unknown word.
Transit replaces the word with the suggested alternative shown in the **Change to** box but shows it as unknown again if it occurs elsewhere in the text.
 - **Change all:** Transit corrects every occurrence of the unknown word in the text.
Transit replaces all occurrences of the word with the suggested alternative shown in the **Change to** box and does not show it as unknown again.
Transit automatically replaces the word wherever the incorrect term is found. If you cancel the spellcheck before it has reached the end of the document, the unknown term will not be changed in the sections of the text not checked.
 - **Undo:** Transit undoes the last change made by the spellcheck and highlights the last unknown word found.
4. You can change the suggested alternative in the **Change to** box as follows:
- Select a different suggested alternative
To select a different suggested alternative, click the desired entry in the **Suggestions**. Transit then transfers it to the **Change to** box so that you can apply suggested alternative by clicking **Change** or **Change all**.
 - Edit the suggested alternative
You can edit the suggested alternative directly in the **Change to** box and then apply it by clicking **Change** or **Change all**.
Transit may display the following message:
The modified term is unknown. Use without further checking?
Click **Yes** to confirm that Transit should use the amendment you have entered.
 - Correct directly in the text
Place the cursor in the document being checked and correct the unknown term.
To continue the spellcheck, click **Resume** in the **Spellcheck** window.
5. If you did not start the spellcheck at the start of the text and Transit has reached the end of the text during the spellcheck, the following message is displayed:
The end of the document was reached. Do you want to continue at the beginning of the document?
- **Yes:** Transit continues spellchecking from the start of the document.
 - **No:** Transit exits the spellcheck.

For details of the procedure that Transit follows for the different combinations of dictionary and reference-based spellchecks, refer to » [How does Transit carry out the spellcheck?](#), page 255.

Spellchecking in the source language Generally a spellcheck is run on the source language before the files are imported into Transit. For this reason, you will generally just check the spelling of your translation in the target language in Transit. However, you do have the option of checking and, if necessary, correcting the source language text.

This can improve pretranslation results as the corrected data may result in more 100% matches in the reference material. In addition, this improves the quality of your current language pairs when they are used later as reference material.

Please note the following special points:

- Spellcheck only checks text that is not write-protected

For this reason, you must remove the write protection for the source language if you want to check the spelling in the source language files (» [Deactivating write protection for the source language](#), page 221).

Do not forget to apply the write protection again afterwards!
- Original file is not corrected

If you correct the spelling in the source language document in Transit, this does not correct the original file that you imported into Transit.

If you also want to have the corrections in the original format, you must export the project in the source language (» [Exporting files](#), page 68 using the **Export source language only** option) or make the changes directly in the original file.

How does Transit carry out the spellcheck? There are various different ways to carry out a spellcheck - dictionary-based only, reference-based only, or dictionary and reference-based. This section explains how Transit proceeds in each case.

- Dictionary-based only

The dictionary-based spellcheck uses the project dictionaries in addition to the spellcheck dictionary.

Transit carries out the dictionary-based spellcheck as follows:

 - Transit looks for the word in the spellcheck dictionary and, if applicable, in the project dictionaries.
 - If Transit finds the word in any of the dictionaries, it treats the word as correct.
 - If Transit does not find the word in any of the dictionaries, it displays similar words from the dictionaries as suggested alternatives.
- Reference-based only

Transit carries out the reference-based spellcheck as follows:

 - Transit looks up the word in the reference material.
 - If Transit finds the word in the reference material, it treats the word as correct.
 - If Transit does not find the word in the reference material it displays similar words from the reference material as suggested alternatives.

- Dictionary and reference-based

If you have chosen this type of spellcheck, Transit carries out the dictionary and the reference-based spellcheck “simultaneously” as follows:

- First, Transit looks up the word in the reference material (reference-based spellcheck).
If Transit finds the word in the reference material, it treats the word as correct.
- If not, Transit looks for the word in the spellcheck dictionary and, if applicable, in the project dictionaries (dictionary-based spellcheck).
If Transit finds the word in any of the dictionaries, it treats the word as correct.
- If Transit does not find the word either in the reference material or in the dictionaries, it displays similar words from these sources as suggested alternatives.

For details of the various different resources available for spellchecking (project dictionaries, spellcheck dictionaries, reference material) refer to » [TermStar dictionaries](#), page 250 ff.

Checking terminology

In Transit, you can check whether you have used the terminology in your project dictionaries in your translation.

Transit searches the source language for words which are contained in the project dictionaries. If Transit finds such a word, it checks the target language to see whether you have used the translation of the term from the dictionary.

Transit carries out a morphological search and also finds declined or conjugated forms of existing entries. You may turn off the morphological search if required (» [User preferences for terminology search](#), page 365).

You can check the terminology in the following ways:

- **Interactive check** (» [page 274](#))

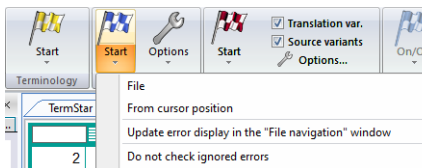
During the interactive check, Transit displays a message for each error so that you can check and correct the segments one after the other.
- **File navigation for terminology errors** (» [page 258](#))

As an alternative to the interactive check, you can work with the error display in the **File navigation** window: Transit lists all errors there so that you can navigate directly to the segments that contain errors.

In addition, you can generate a quality report that logs the results of the terminology check, amongst other things (» [Quality report](#), page 305).

Interactive terminology check **How do I check terminology interactively?**

1. Select one of the following options from **Review | Terminology | Start**:



- **File**: Start the check from the beginning of the first file
- **From cursor position**: Start the check from the current segment
- **Do not check locked segments**: Transit skips any segments that are locked (i.e. those you cannot correct).

During the check, Transit displays various messages if your input is necessary (» [Terminology check messages](#), page 258).

2. If required, correct the segment in question and continue the check (**Review | Terminology | Start**).

When Transit reaches the end of the text, it displays the following message:
Terminology check complete.

Confirm the message by clicking **OK**.

Terminology check messages During the interactive terminology check, Transit displays various messages if your input is necessary:

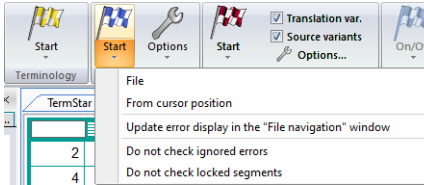
Message	Possible causes	Options for the target language segment
"...": Target language term from dictionary not used. To allow a different term, highlight it in the text:	The source language contains the term "...". However, the corresponding translation from the dictionary is missing in the target language.	<ul style="list-style-type: none"> ● Allow: To allow the used translation for the entire check, select the translation in the text field and click Allow. If you allow a term, this is user- and dictionary-specific. The term will no longer be reported to you as an error in other projects with this same dictionary. ● Ignore: Transit does not change the segment and continues checking. ● Cancel: Transit pauses the check so that you can correct the segment.
Disallowed term used for "...". Ignore?	The source language contains the term "...". A disallowed term has been used as a translation in the target language.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
Dictionary translation not used for one or more occurrences of "...". Ignore?	The source language contains the term "...". However, the corresponding translation from the dictionary has not been used for all occurrences in the target language.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
Term "..." not formatted as in the dictionary.	For formatted dictionary entries only: The target language term is not formatted or is formatted differently from the dictionary entry.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.

Terminology check messages

File navigation for terminology errors As an alternative to the interactive check, you can work with the error display in the **File navigation** window: Transit lists all errors there so that you can navigate directly to the segments that contain errors.

How do I update the error display in the “File navigation” window to show terminology errors?

1. Under **Review | Terminology | Start**, select the option **Update error display in the “File navigation” window**:



Once Transit has updated the error display, it displays the following message:
Terminology check complete

2. Confirm the message by clicking **OK**.

In the **File navigation** window, you can see whether any errors have been found and what type of errors they are (» [Error display in the file navigation](#), page 282).

Checking markups

Overview Checking markups enables you to establish whether the markups in the source and target languages are consistent. You can thus identify and correct unassigned, surplus, incorrectly placed or differing markups before performing an export.



Recommendation: always check markups before exporting

We recommend that you always check markups before exporting in order to avoid error messages during the export process or formatting errors in the exported document.

Working in markup mode If you opt to check the markups in a separate processing step, this check is carried out using markup mode (**Processing | Markup assignment | On/Off**). Markup mode gives you the option to check the markups in an individual segment, all segments with markups in the entire document or just those segments with unassigned markups.

How do I check using markup mode?

1. Start markup mode by selecting **Processing | Markup assignment | On/Off** and select one of the following checks:

- **Segment**
- **All segments with markups**
- **Only segments with unassigned markups**

Transit stops at each markup which requires checking and highlights it in the source and target pane. If a markup has not been assigned in the target language, Transit only highlights the source language part.

2. Check whether the markup is located in the right place in the target text.
 - If the markup is in the right position, confirm this by selecting **Processing | Markup assignment | Next**.
 - If a markup has either not been assigned or is incorrectly placed, you must either assign it or insert it in the correct location and then confirm this with **Processing | Markup assignment | Assign & next**.
 - If a markup has not been assigned in the target text because it is not required, you must confirm this by selecting **Processing | Markup assignment | Empty & next**.

Transit moves to the next markup.

3. Repeat the previous step until all the markups which require checking have been processed.
4. Quit markup mode by selecting **Processing | Markup assignment | On/Off** again.

The procedure used to correct errors in markup assignment depends on the type of markup which has been incorrectly assigned or not assigned (» [Markup pairs and markup points](#), page 174).

The following describes how to correct incorrectly assigned markups in markup mode for the different markup pairs/points.

How do I correct a markup pair?

1. Press the ESC key to deselect the current, incorrect markup assignment.
2. Select the term to which the markup should be assigned.
3. Select **Processing | Markup assignment | Assign & next** to assign the markup to the selected term.

Transit assigns the markup to the selected term and moves to the next markup.

This same procedure also applies to the following markup pairs:

- Grouped markup pair
- Nested markup pair
- Merged markup pair

How do I correct a markup point?

1. Press the ESC key to deselect the current, incorrect markup assignment.
2. Place the cursor at the point where you want the markup to be inserted.
3. Select **Processing | Markup assignment | Assign & next** to assign the markup point to this location.

Transit assigns the markup and moves to the next markup.

This same procedure also applies to the following markup points:

- Grouped markup points
- Editable markup points

Inserting markups which have not been assigned

Each markup must be processed, even if a particular markup is not required in the target language.

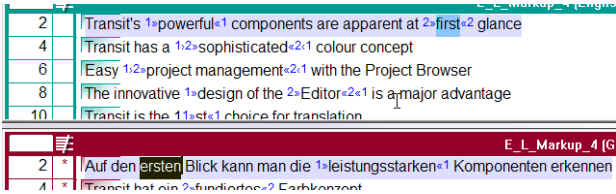
The following describes how to insert unassigned markups in markup mode for the different markup pairs/points.

How do I insert a markup pair?

1. To check whether there are any markups which have not been assigned in the target text, select **Processing | Markup assignment | On/Off | Only segments with unassigned markups**.

Transit highlights the first such markup in the source pane.

- In the target pane, select the term you want the markup to be assigned to:

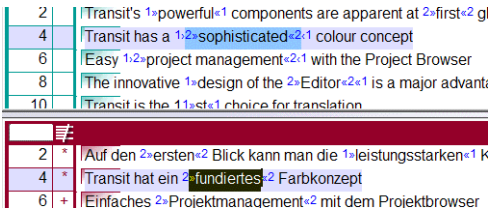


Markup pair: inserting an unassigned markup pair

- Click **Assign & next** to assign the unassigned markup to the selected term.
Transit moves to the next segment containing an unassigned markup.

How do I assign an unassigned markup pair to a grouped markup pair?

- Select the term in the target pane to which the grouped markup pair is assigned.
- Ungroup the grouped markup pair by selecting **Processing | Markup assignment | Ungroup**.
- Select the term in the target pane which does not have a markup pair correctly assigned:



Grouped markup pair: inserting an unassigned markup pair

- Select **Processing | Markup assignment | Assign & next** to assign the unassigned markup pair to the selected term.
Transit assigns the grouped markup pair to the term and moves to the next markup.

How do I assign an unassigned markup pair to a nested markup pair?

1. In the target pane, select the term in the nested markup pair you want the markup pair to be assigned to:

0		E Easy 1<2> project management <2<1 with the Project Browser
8		The innovative 1<2> design of the 2> Editor <2<1 is a major advantage
10		Transit is the 11>st<1 choice for translation

	≡	E
2	*	Auf den 2>ersten<2 Blick kann man die 1>leistungsstarken<1 Kom
4	*	Transit hat ein 2>1< fundiertes<1<2 Farbkonzept
6	+	Einfaches 2>Projektmanagement<2 mit dem Projektbrowser
8	*	Das innovative 1>Design des 2>Editors<2<1 ist ein großer Vorteil
10	+	Für Übersetzungen ist Transit die erste Wahl

Nested markup pair: inserting an unassigned markup pair

2. Select **Processing | Markup assignment | Assign & next** to assign the unassigned markup pair to the selected term.

Transit assigns the markup pair to the term and moves to the next markup.

How do I insert an unassigned markup point?

1. Place the cursor in the target language segment at the point where you want the markup to be inserted.

14		Die Dual Fuzzy search<1 is an excellent 2>function<2
16		Click 1 to have a look at the editor

	≡	
2	*	Auf den 2>ersten<2 Blick kann man die 1>leistungsstarken<1 Kc
4	*	Transit hat ein 2>1< fundiertes<1<2 Farbkonzept
6	+	Einfaches 2>Projektmanagement<2 mit dem Projektbrowser
8	*	Das innovative 1>Design des 2>Editors<2<1 ist ein großer Vort
10	+	Für Übersetzungen ist Transit die erste Wahl
12	+	Die Anwender 1>können<1 ihr eigenes Layout 1>definieren<1
14	*	Die 1<2> Dual Fuzzy Funktion <1<2 ist großartig
16	*	Klicken Sie einfach, um einen Blick in den Editor zu werfen

Markup point: inserting an unassigned markup point

2. Select **Processing | Markup assignment | Assign & next** to assign the unassigned markup.

Transit moves to the next markup.

You can also insert unassigned grouped markup points using the same method.

How do I insert an unassigned editable markup point?

1. Place the cursor in the target language segment at the point where you want the markup to be inserted.
2. Select **Processing | Markup assignment | Assign & next** to assign the unassigned markup.

Transit displays the following message:

The editable portion of the markup (<"...") is missing. Please insert the translation.

3. Click **OK** and enter the missing translation.
4. Select **Processing | Markup assignment | Assign & next** once more to assign the markup and move to the next markup.

How do I confirm that a markup is not required in the target language?

1. Select the term with the markup in the source language.
2. Select **Processing | Markup assignment | Empty & next** to confirm that this markup is not required in the target language.

Transit moves to the next markup.

Markups added in the target language text

In certain cases, a text may require formatting to be assigned in the target language (e.g. bold or italics) which does not exist in the source language text.

Example:

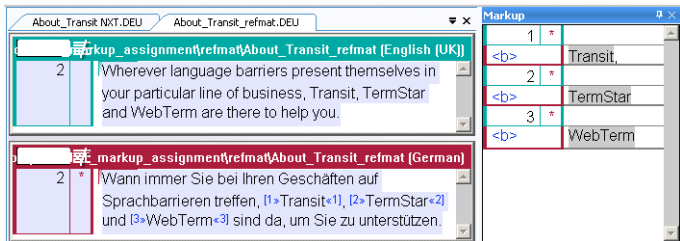
- ENG:

Wherever language barriers present themselves in your particular line of business, Transit, TermStar and WebTerm are there to help you.

- DEU:

Wann immer Sie bei Ihren Geschäften auf Sprachbarrieren treffen, Transit, TermStar und WebTerm sind da, um Sie zu unterstützen.

These additional markups are indicated in the **Markup** window in Transit with a *. This also applies to converted reference material:



Additional markups added to the target language in a reference segment

If a new segment is translated using a reference segment containing such markups, the markups in the newly translated segment will also be identified in the **Markup** window with *:

The screenshot shows a translation software interface with two segments and a markup window. The top segment is titled "About_Transit NXT (English [UK])" and contains the text: "Wherever language barriers present themselves in your particular line of business, Transit, TermStar and WebTerm are there to help you." The bottom segment is titled "About_Transit NXT (German)" and contains the text: "Wann immer Sie bei Ihren Geschäften auf Sprachbarrieren treffen, [1>Transit*1], [2>TermStar*2] und [3>WebTerm*3] sind da, um Sie zu unterstützen." The markup window on the right shows three entries: 1 * Transit, 2 * TermStar, and 3 * WebTerm.

Additional markups added to the target language segment



Markups with a * in markup mode

During a check in markup mode, markups marked with a * are treated like markups which have already been assigned.

Format check

Overview You can use the format check to establish whether markups in the source and target languages are consistent, or whether the translated target language segments contain text which has not been translated, for example. You can also identify and correct any wrong number formats, missing spaces or text which has not been translated before exporting a document.

If you have defined the options for the format check (» [Format check options](#), page 266), you can carry out the format check in the following ways:

- Interactive check (» [page 274](#))

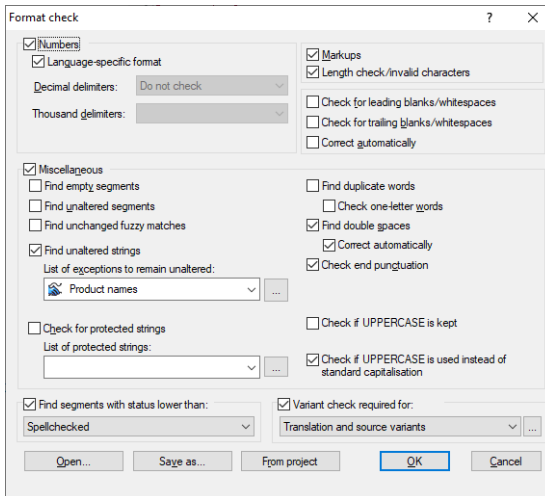
During the interactive check, Transit displays a message for each error so that you can check and correct the segments one after the other.

- File navigation for format check errors (» [page 281](#))

As an alternative to the interactive check, you can work with the error display in the **File navigation** window: Transit lists all errors there so that you can navigate directly to the segments that contain errors.

In addition, you can generate a quality report that logs the results of the format check, amongst other things (» [Quality report](#), page 305).

Format check options To display and adjust the format check settings, select **Review | Format check | Options**. Transit displays the following window:



You have the following options:

- Load saved check settings: Click **Open**.

- Save check settings for later reuse: Click **Save As**.
- Load check settings from the current project: Click **From project**.

You can define the following settings:

- **Numbers**

Transit checks whether the source language and target language segments contain the same numbers.

You can use this to find numbers that have been added, deleted or changed by mistake.

Transit can also check whether the number format corresponds to the language-specific conventions for the target language.

Example: In a German-English translation, the comma used as the decimal delimiter should be changed to a dot and commas should be inserted as the thousand delimiters in the English document.

	German	English
Example 1	<i>Größe 8,5 x 11,0 Zoll</i>	<i>Size 8.5 x 11.0 inches</i>
Example 2	<i>June Lake - 1998 Einwohner</i>	<i>June Lake - Population 1,998</i>

- **Language-specific format**

Transit checks whether the number matches the target language's standard number format.

- **Decimal delimiters**

If you do not use a standard number format, you can specifically define how the decimal delimiters should be adjusted (» [Options for checking number formats](#), page 429).

- **Thousand delimiters**

In addition to decimal delimiters, you can also define how thousand delimiters should be adjusted (» [Options for checking number formats](#), page 429).

If you do not want to check the formats but want to check the numbers only, deselect the **Language-specific format** option and select **Do not check** from the **Decimal delimiters** list.



Transit checks but does not automatically correct

As part of the quality assurance, Transit only checks whether the target language number formats are correct.

It does not automatically adjust these, however, as you need to decide on a case-by-case basis whether a change is correct or not.

Example:

- "1998 Einwohner" is translated as "Population 1,198"
- "Gegründet 1998" is translated as "Founded in 1998"

You can either make changes to the number formats manually when translating or by using regular expressions in the "Find/Replace" function (» [Find/Replace](#), page 211).

- **Markups**

Transit checks whether the target language markups are complete and correct.

You can use this to find markups that have been added or deleted by mistake, have been positioned incorrectly or are not consistent.

You can also carry out further markup checks by holding down the SHIFT or CTRL key when starting the format check or updating the error display:

- SHIFT key: Also check the sequence of markups
- CTRL key: Also check markups that have been removed using **Empty & next**

As an alternative to checking markups using the format check, you can also check and correct them in a separate step (» [Checking markups](#), page 260).

- **Length check/invalid characters**

This option only applies to file formats for which length restrictions or invalid characters have been defined.

Transit checks whether the target language segment exceeds the specified length or contains invalid characters.

You can use this to find segments for which the translation is too long or contains invalid characters.

- **Blanks/whitespaces**

- **Check for leading blanks/whitespaces:** Transit checks whether the source and target languages have the same number of spaces at the start of the segment.

- **Check for trailing blanks/whitespaces:** Transit checks whether the source and target languages have the same number of spaces at the end of the segment.

You can use this to find segments in which spaces have been deleted or added by mistake.

With **Correct automatically** Transit corrects the corresponding spaces automatically, adapting the spaces in the target language to match the spacing in the source language.

- **Miscellaneous**

- **Find empty segments**

Transit checks whether the target language contains any empty segments.

You can use this to find segments in which the content has been deleted by mistake.

- **Find unaltered segments**

Transit checks whether the content of the target language segment is identical to the content of the source language segment.

You can use this to find segments that have been left untranslated by mistake, irrespective of the segment status.

- **Find unchanged fuzzy matches**

Transit checks whether a fuzzy match has been accepted without changes being made, even though the current source language segment differs from the reference segment.

You can use this to find segments that have inadvertently been confirmed without the fuzzy match being changed to match the current segment. If this happens, you should carefully check to ensure that you really do not need to adapt the fuzzy match.

- **Find unaltered strings**

Transit checks whether the target language contains strings that have been accepted from the source language without changes being made.

You can use this to find parts of segments that have been left untranslated by mistake.

Under **List of exceptions to remain unaltered**, you can define strings that should remain unchanged and should not be checked (» [Defining a list of exceptions to remain unaltered](#), page 271).

- **Check for protected strings**

Transit checks whether strings that should not be translated have actually been left untranslated.

You can define these strings using the **List of protected strings** (» [Defining a list of protected strings](#), page 272).

You can use this to find parts of segments that have been translated by mistake.

- **Find duplicate words**

Transit checks the text for duplicate words.

You can use this to find segments in which the same word appears more than once in succession.

With **Find one-letter words** Transit also checks for duplicate words that consist of only one letter.

You can use this to find segments in which the same letter appears more than once in succession.

- **Find double spaces**

Transit checks for double spaces.

You can use this to find segments in which more than one space has been entered in succession by mistake.

With **Correct automatically** Transit corrects double spaces automatically, i.e. deletes one of the spaces.

- **Check end punctuation**

Transit checks whether the end punctuation in the source and target languages match.

You can use this to find segments in which the end punctuation has been deleted by mistake or different end punctuation has been used.

- **Check if UPPERCASE is kept**

For source language segments in uppercase (capital letters), Transit checks whether the target language also uses only uppercase letters.

You can use this to find segments that have been translated with a mix of uppercase and lowercase letters.

- **Check if UPPERCASE is used instead of standard capitalisation**

For source language segments that use a mix of uppercase and lowercase, Transit checks whether the target language also uses both cases.

You can use this to find segments that have been translated only in uppercase (capital letters) by mistake.

- **Find segments with status lower than**

Transit checks whether the segments have at least the status of the selected segment status.

You can use this to find segments that have been left unedited by mistake or for which the correct status has not been assigned.

- **Variant check required for**

- **Translation variants:** Transit checks whether identical source language segments have been translated differently.

You can use this to find inconsistent translations.

- **Source variants:** Transit checks whether different source language segments have been translated identically.

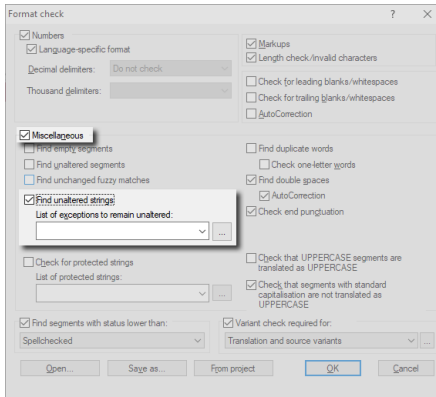
You can use this to find segments where you have not made changes in line with the source language segment content.

Click ... to define which discrepancies should not be taken into consideration in the Variant check (e.g. case, markups, numbers, etc.). If segments differ only due to these discrepancies, Transit does not treat them as variants.

Transit displays the variants in the **File navigation** window (» [Variant display in the file navigation](#), page 283).

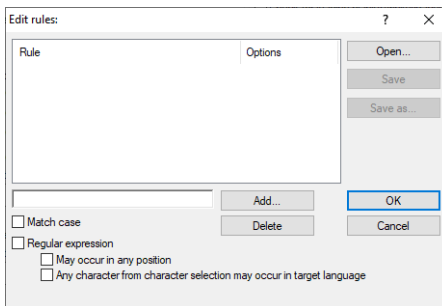
Defining a list of exceptions to remain unaltered You can use this list to define exceptions for the check, listing strings that can remain unchanged (» [Find unaltered strings](#), page 269).

1. In the check options, select **Miscellaneous** and **Find unaltered strings**:



2. Click ... beside **List of exceptions to remain unaltered**.

Transit displays the following window:



3. Define which strings should remain unaltered:
 - Enter the string into the field beside **Add**.
 - Select **Match case** if you want this to be taken into account in the check.
 - Select **Regular expression** if the string is a regular expression.
 - Click **Add** to add the string to the list.

To delete a string from this list, select it and click **Delete**.

For regular expressions, you can also choose the following options:

- Option **May occur in any position**: The string is also found if it is a part of a word.
If this option is not selected, Transit considers only whole words that match the string.
Example: The regular expression `Ohm` finds the string *Ohm*.
Option selected: Transit not only finds the string as a whole word (e.g. in *Ohm's law* or *Legge di Ohm*), but also within a word (e.g. in *Ohmsches Gesetz* or *Ohmin laki*).
Option deselected: Transit considers the string as a whole word only. If the string in the source language is part of a word, it will not be found (e.g. in *Ohmsches Gesetz* or *Ohmin laki*).
- Option **Any character from character selection may appear in target language**: The condition is also met if different strings in the source and target language match the regular expression.
If this option is not selected, the regular expression must find this same string in the source and target language.
Example: The regular expression `\B[P202][0-9]` finds the strings *LBP2020*, *LBP2021*, ..., *LBP2029*.
Option selected: The condition is also met if Transit finds one of the possible strings in the source and one in the target language (e.g. *LBP2020* in the source language and *LBP2029* in the target language).
Option deselected: The condition is only met if Transit finds this same string in both languages (e.g. *LBP2020* in the source and target language).

4. To save the list, click **Save**.

You can also save the list under a different name by clicking on **Save as**.

To open a different list, click **Open** and select a rules file.

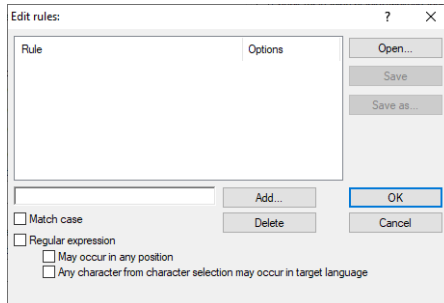
Click **OK** to close the **Edit rules** window.

Defining a list of protected strings

You can use this list to define strings that should not be translated (» [Check for protected strings](#), page 269).

1. In the check options, select **Miscellaneous** and **Check for protected strings**.
2. Click ... beside **List of protected strings**.

Transit displays the following window:



3. Define which strings should not be translated.
 - Enter the string into the field beside **Add**.
 - Select **Match case** if you want this to be taken into account in the check.
 - Select **Regular expression** if the string is a regular expression.
 - Click **Add** to add this string to the list.

To delete a string from this list, select it and click **Delete**.

For regular expressions, you can also choose the following options:

- Option **May occur in any position**: The string is also found if it is a part of a word.

If this option is not selected, Transit considers only whole words that match the string.

Example: The regular expression `Ohm` finds the string *Ohm*.

Option selected: Transit not only finds the string as a whole word (e.g. in *Ohm's law* or *Legge di Ohm*), but also within a word (e.g. in *Ohmsches Gesetz* or *Ohmin laki*).

Option deselected: Transit considers the string as a whole word only. If the string in the source language is part of a word, it will not be found (e.g. in *Ohmsches Gesetz* or *Ohmin laki*).

- Option **Any character from character selection may appear in target language**: The condition is also met if different strings in the source and target language match the regular expression.

If this option is not selected, the regular expression must find this same string in the source and target language.

Example: The regular expression `LBP202[0-9]` finds the strings *LBP2020*, *LBP2021*, ..., *LBP2029*.

Option selected: The condition is also met if Transit finds one of the possible strings in the source and one in the target language (e.g. *LBP2020* in the source language and *LBP2029* in the target language).

Option deselected: The condition is only met if Transit finds this same string in both languages (e.g. *LBP2020* in the source and target language).

- To save the list, click **Save**.

You can also save the list under a different name by clicking on **Save as**.

To open a different list, click **Open** and select a rules file.

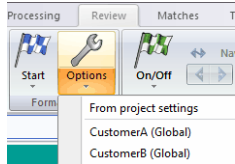
Click **OK** to close the **Edit rules** window.

Interactive check During the interactive check, Transit displays a message for each error so that you can check and correct the segments one after the other.

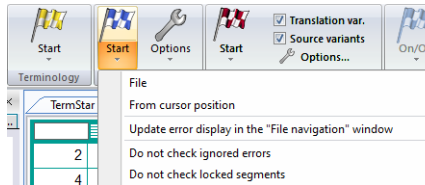
How do I perform the interactive format check?

- Define the settings for the check (» [Format check options](#), page 266).

You can also load saved check options and check options from the project settings: To do this, under **Review | Format check | Options**, select the desired check options or click **From project settings**.



- Select one of the following options from **Review | Format check | Start**:



- **File:** Start the check from the beginning of the first file
- **From cursor position:** Start the check from the current segment
- **Do not check ignored errors:** Transit skips any errors that were already ignored during a previous check (i.e. those confirmed as exceptions).
- **Do not check locked segments:** Transit skips any segments that are locked (i.e. those you cannot correct).

During the check, Transit displays various messages if your input is necessary (» [Format check messages](#), page 275).

- If required, correct the segment in question and continue the check (**Review | Format check | Start**).

When Transit reaches the end of the text, it displays the following message:
 Check complete

Confirm the message by clicking **OK**.

Format check messages During the interactive check, Transit displays various messages if your input is necessary:

	Message	Possible causes	Options for the target language segment
General	Segment status too low. Minimum status: "..." Status of segment: "..."	The status of the target language segment is lower than the status specified.	<ul style="list-style-type: none"> ● OK: Transit pauses the check so that you can correct the segment.
	Different count of segments. Ignore?	The target language file has more or fewer segments than the source language file (usually due to incorrect alignment).	<ul style="list-style-type: none"> ● Yes: Transit does not change the file and continues checking. ● No: Transit pauses the check so that you can correct the file.
Translation	The target segment is identical to the source segment. Ignore?	The content of the target language is identical to the source language.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
	The target segment is empty. Ignore?	The content of the target language segment has been deleted.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
	A part has been found which is not translated ("..."). Ignore?	A part of the target language has been accepted from the source language without changes being made.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
	UPPERCASE segment is not translated in UPPERCASE. Ignore?	The target language uses both uppercase and lowercase letters, but the source language contains only uppercase letters.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
	Segment is translated in UPPERCASE. Ignore?	The target language contains only uppercase letters, but the source language uses both uppercase and lowercase letters.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
	Protected string "..." not found. Ignore?	In the target language, a string has been translated that should not have been.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.

Format check messages

	Message	Possible causes	Options for the target language segment
	Invalid character "...". Ignore?	The target language contains an invalid character.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
	Unchanged fuzzy match. Ignore?	In the target language segment, a fuzzy match has been used without it being changed to match the current segment.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
Double spaces	Duplicate space found. Delete one?	The target language contains two spaces in succession.	<ul style="list-style-type: none"> ● Yes: Transit corrects the segment and continues checking. ● Yes and check: Transit corrects the segment and pauses the check so that you can check the corrected segment. ● No: Transit does not change the segment and continues checking. ● Cancel: Transit does not change the segment and pauses the check so that you can correct the segment.
Duplicate words	Duplicate word found. Delete repeated word?	The target language contains the same word twice in succession.	<ul style="list-style-type: none"> ● Yes: Transit corrects the segment and continues checking. ● Yes and check: Transit corrects the segment and pauses the check so that you can check the corrected segment. ● No: Transit does not change the segment and continues checking. ● Cancel: Transit does not change the segment and pauses the check so that you can correct the segment.
Punctuation	Punctuation at end of segment is different. Correct it?	The target language uses end punctuation that is different from the source language.	<ul style="list-style-type: none"> ● Yes: Transit corrects the segment and continues checking. ● No: Transit does not change the segment and continues checking. ● Cancel: Transit does not change the segment and pauses the check so that you can correct the segment.
Leading/trailing blanks	Space at start of segment is different. Correct it?	<ul style="list-style-type: none"> ● The target language contains additional spacing at the start of the segment. ● The target language is missing some spacing at the start of the segment. 	<ul style="list-style-type: none"> ● Yes: Transit corrects the segment and continues checking. ● No: Transit does not change the segment and continues checking. ● Cancel: Transit does not change the segment and pauses the check so that you can correct the segment.

Format check messages (cont.)

	Message	Possible causes	Options for the target language segment
Markups	Space at end of segment is different. Correct it?	<ul style="list-style-type: none"> ● The target language contains additional spacing at the end of the segment. ● The target language is missing some spacing at the end of the segment. 	<ul style="list-style-type: none"> ● Yes: Transit corrects the segment and continues checking. ● No: Transit does not change the segment and continues checking. ● Cancel: Transit does not change the segment and pauses the check so that you can correct the segment.
	The write-protected markup segment is different. Ignore?	The markup segment in the target language differs from the source language markup segment.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
	Wrong order of markups ... and ... Ignore?	In a markup pair, the closing markup is positioned before the opening markup.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
	Markup ... not allowed between markups ... and ... Ignore?	There is a markup between the markups that is not permitted there.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
	Invalid term between markups ... and ... Ignore?	The term from the dictionary has not been used between the markups, neither in the source language nor the target language.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
	Invalid term between markups ... and ...; term "... " found, expecting "... ". Ignore?	In the source language segment, there is a term from the dictionary between the markups. However, the corresponding translation from the dictionary is missing in the target language.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
	Invalid characters between markups ... and ... Ignore?	There is a character between the markups that is not permitted there.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
	Incomplete markup ... Ignore?	In a markup pair, either the opening or closing markup is missing.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.

Format check messages (cont.)

	Message	Possible causes	Options for the target language segment
Markups for formatting (e.g. bold, italic, etc.)	Markup ... was added to the target language. Ignore?	The target language contains a markup that is not in the source language.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
	Markup ... not found. Ignore?	The target language is missing a markup that appears in the source language.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
Markups for content (e.g. graphics, footnotes, hyperlinks, etc.)	Similar markups. Replace ... with ...?	The target language contains a markup that is similar to a source language markup.	<ul style="list-style-type: none"> ● Yes: Transit corrects the segment and continues checking. ● Yes and check: Transit corrects the segment and pauses the check so that you can check the corrected segment. ● No: Transit does not change the segment and continues checking. ● Cancel: Transit does not change the segment and pauses the check so that you can correct the segment.
	Markup ... was added to the target language. Delete?	The target language contains a markup that is not in the source language.	<ul style="list-style-type: none"> ● Yes: Transit corrects the segment and continues checking. ● Yes and check: Transit corrects the segment and pauses the check so that you can check the corrected segment. ● No: Transit does not change the segment and continues checking. ● Cancel: Transit does not change the segment and pauses the check so that you can correct the segment.
	Markup ... not found. Insert?	The target language is missing a markup that appears in the source language.	<ul style="list-style-type: none"> ● Yes: Transit corrects the segment and continues checking. ● Yes and check: Transit corrects the segment and pauses the check so that you can check the corrected segment. ● No: Transit does not change the segment and continues checking. ● Cancel: Transit does not change the segment and pauses the check so that you can correct the segment.
Special characters/spaces and markups	Space before markup ... is not allowed. Ignore?	There is a space in front of the markup that is not permitted there.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.

Format check messages (cont.)

Message	Possible causes	Options for the target language segment
Character "..." before markup ... is not allowed. Ignore?	There is a special character in front of the markup.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
Before markup ..., a space is missing. Ignore?	There is a space missing in front of the markup.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
Before markup ..., a special character is missing. Ignore?	There is a special character missing in front of the markup.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
Special character/ space is not allowed before markup ..., but only after it. Ignore?	A special character or space should be <u>after</u> the markup but is instead positioned <u>in front</u> of the markup.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
Space after markup ... is not allowed. Ignore?	There is a space after the markup that is not permitted there.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
Character "..." after markup ... is not allowed. Ignore?	There is a special character after the markup that is not permitted here.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
After markup ... a space is missing. Ignore?	There is a space missing after the markup.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
After markup "...", a special character is missing. Ignore?	There is a special character missing after the markup.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
Special character/ space is not allowed after markup ..., but only before it. Ignore?	A special character or space should be <u>in front</u> of the markup but is instead positioned <u>after</u> the markup.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
Numbers Number ... was added to the target language. Ignore?	The target language contains a number that is not in the source language.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.

Format check messages (cont.)

	Message	Possible causes	Options for the target language segment
	Number ... not found. Ignore?	<ul style="list-style-type: none"> ● The target language is missing a number that appears in the source language. ● The target language contains a number that does not comply with the target language convention. 	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
	Number ... has a different number of zeros after the decimal point. Ignore?	The number in the target language has more or fewer decimal places than the source language number.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
Length check	Text fails length check. Ignore?	The target language segment is too long.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
Accelerator keys	The accelerator key "... " is used more than once in this dialog. Ignore?	In the target language, the same character has been defined as the accelerator key more than once within one dialog.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
	The accelerator key "... " is used more than once in this menu. Ignore?	In the target language, the same character has been defined as the accelerator key more than once within one menu.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
	An accelerator key is incorrectly positioned. Ignore?	<ul style="list-style-type: none"> ● The markup for the accelerator key is positioned at the end of the segment. ● The markup for the accelerator key is positioned in front of a character that cannot be used as an accelerator key. 	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.
	Accelerator key added. Ignore?	In the target language, an accelerator key has been defined even though the source language does not contain an accelerator key.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.

Format check messages (cont.)

Message	Possible causes	Options for the target language segment
Accelerator key not defined. Ignore?	In the target language, an accelerator key has not been defined even though the source language contains an accelerator key.	<ul style="list-style-type: none"> ● Yes: Transit does not change the segment and continues checking. ● No: Transit pauses the check so that you can correct the segment.

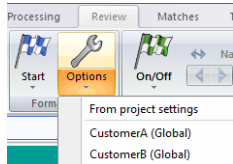
Format check messages (cont.)

File navigation for format check errors As an alternative to the interactive check, you can work with the error display in the **File navigation** window: Transit lists all errors there so that you can navigate directly to the segments that contain errors.

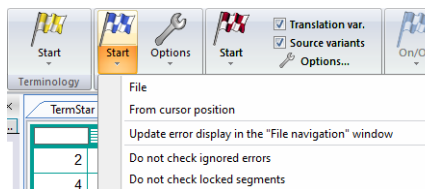
How do I update the error display in the “File navigation” window?

1. Define the settings for the check (» [Format check options](#), page 266).

You can also load saved check options and check options from the project settings: To do this, under **Review | Format check | Options**, select the desired check options or click **From project settings**.



2. Under **Review | Format check | Start**, select the option **Update error display in the “File navigation” window**.

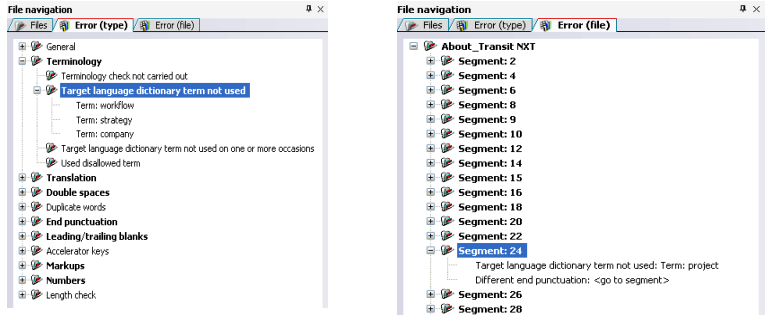


Once Transit has updated the error display, it displays the following message: Check complete

3. Confirm the message by clicking on **OK**.

In the **File navigation** window, you can see whether any errors have been found and what type of errors they are (» [Error display in the file navigation](#), page 282).

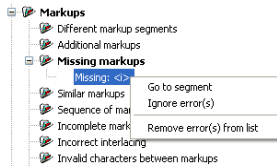
Error display in the file navigation The file navigation displays errors on two tabs:



Error lists in the file navigation: Listed by type (left) or by file/segment number (right)

- The **Error (type)** tab groups the errors by error type (e.g. terminology, translation or markups). Error types in which errors have been found are displayed in bold.
- The **Error (file)** tab sorts the errors by file and segment number. The tree structure shows only the project files in which errors have been found.

In the context menu of both tabs, you have the following options:



Context menu for the error display in the **File navigation** window

- **Go to segment** or double click the error: You can use this to navigate directly to the segment that contains an error so that you can check the context and correct it if required.
- **Ignore error(s)**: You can use this to confirm that the segment is correct despite the supposed error.
- **Remove error(s) from list**: You can use this to hide individual errors or all errors in one category from the list. These errors remain, however, and are displayed again when the error list is next updated.

Checking variants

Transit allows you to find translation and/or source variants.

Doing so, you can check and increase the quality and consistency of your translations. You can increase the number of future pretranslated segments by eliminating translation variants.

Normally, the variant check is enabled and performed as part of the format check (» [Format check](#), page 266).

You can also perform the variant check separately.

How do I perform the variant check?

- Under **Review | Variants**, specify how variants should be checked:
 - **Translation variants:** Transit searches for different translations of identical source language segments.
 - **Source variants:** Transit searches for different source language segments that have been translated equally.
 - **Options:** Here you can specify which differences Transit should ignore during variant check: Differences in case, blanks/whitespaces, markups, numbers, pseudo-numbers or punctuation marks.

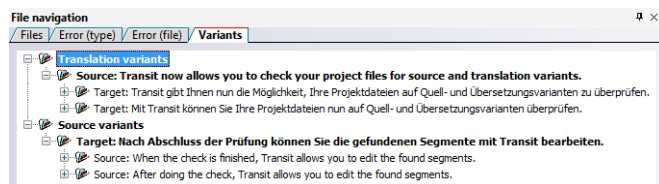
If differences are ignored, Transit does not consider textually identical segments as variants.

- Click **Review | Variants | Start**.

Transit searches all project files and displays found variants in the variant display of the **File navigation** window.

For repeating the variant check again, click the arrow on the **Start** button and select **Update variant display in "File navigation" window**.

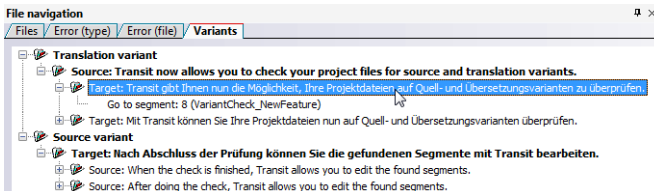
Variant display in the file navigation window: If Transit finds variants in your project files, it displays them as follows in the **File navigation** window:



Variant display in **File navigation** window

By double-clicking the top level, you can show or hide the translation or source variants of a segment.

By double-clicking on the variant itself, you display the **Go to segment** line:



Variant display in File navigation window: Go to segment

Double-click it to jump to the respective segment in the Transit editor.

Proofreading mode

Overview With the proofreading mode, you can specifically check segments in a file whose segments have different editing statuses. Such a check can be useful, for example, if a document already contains numerous segments that are spell-checked due to the reference material used, but the newly translated segments in this document still need to be spell-checked.

In addition, you can log content changes as a revision step during proofreading (» [Logging and comparing revision steps](#), page 302).



Exit proofreading mode after completing the check

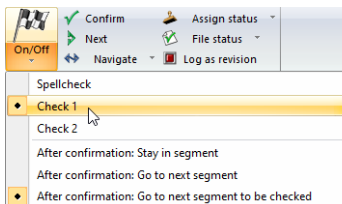
In proofreading mode, some functions of Transit are deactivated (e.g. functions for translation, internal repetitions, and markups in the **Processing** tab).

Therefore, do not forget to exit proofreading mode when you have completed the check.

Working in proofreading mode

How do I work in proofreading mode?

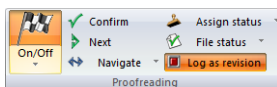
1. Activate and select the proofreading mode: Click the small arrow under **On/Off** and select one of the proofreading modes (**Spellcheck**, **Check 1**, or **Check 2**):



In proofreading mode **Check 1**, Transit navigates to all segments that have a status lower than **Checked 1** and skips all segments with status **Checked 1** or higher.

When you are in proofreading mode, the **On/Off** button is highlighted.

2. If you want Transit to log changes to segments as a revision, select **Log as revision** (» [Logging and comparing revision steps](#), page 302).



If the revision recording is active, the button is highlighted.

Tip: In the project settings you can specify whether this option shall be automatically selected (» ["Format check" project setting](#), page 100, **Proofreading mode / unpacking translations: Preset "Log as revision"** option).

3. Place the cursor in the first segment to be checked.

4. When you have checked the segment and corrected it if necessary, confirm it with the key combination ALT+INS.
 - Transit assigns the segment status according to the proofreading mode. In the example, Transit assigns the **Checked 1** status.
 - By default, Transit moves the cursor to the next segment to be checked (» [Automatic navigation after confirming segments](#), page 287).

You can also assign a different status to a segment (independent of the selected proofreading mode). To do this, select **Assign status** and the desired status. Then navigate to the next segment to be checked with **Next**.
5. Continue proofreading until you have confirmed all the segments of the project as checked.

After you have finished the check, exit the proofreading mode by clicking **On/Off** again.

Proofreading functions:
Ribbon bar / keyboard shortcuts

In proofreading mode, you can work using the ribbon bar or using keyboard shortcuts. The functions are active only if you have switched on the proofreading mode (» [step 1](#), page 285).

Function	Ribbon bar	Key/Keyboard shortcut
Start proofreading with selected proofreading mode	Review Proofreading On/Off ... ● Spellcheck ● Check 1 ● Check 2	
Confirm active segment, assign segment status according to selected proofreading mode, and navigate to the next segment to be checked	Confirm	ALT+INS
Navigate to the next segment to be checked	Next	Plus (numeric keypad)
Functions under Review Proofreading Navigate ...		
● Go to the next segment	● Next segment	Plus (numeric keypad)
● Go to the previous segment	● Previous segment	Minus (numeric keypad)
● Go to the next segment to be checked	● Next segment to be checked	CTRL+Plus (numeric keypad)
● Go to the previous segment to be checked	● Previous segment to be checked	CTRL+Minus (numeric keypad)
● Go to the previous segment with at least one revision step	● Previous segment with revision	Shift+Minus (numeric keypad)
● Go to the next segment with at least one revision step	● Next segment with revision	Shift+Plus (numeric keypad)

Proofreading functions on the **Review** tab and their keyboard shortcuts

Function	Ribbon bar	Key/Keyboard shortcut
<ul style="list-style-type: none"> ● Opens a window for selecting the segment filter according to which you want to navigate 	<ul style="list-style-type: none"> ● Select filter for navigation 	Shift+Multiply (numeric keypad)
<ul style="list-style-type: none"> ● Go to the previous segment that complies with the criteria of the selected segment filter 	<ul style="list-style-type: none"> ● Previous acc. to filter 	CTRL+Divide (numeric keypad)
<ul style="list-style-type: none"> ● Go to the next segment that complies with the criteria of the selected segment filter 	<ul style="list-style-type: none"> ● Next acc. to filter 	CTRL+Multiply (numeric keypad)
Assign a different status to the active segment (independent of the selected proofreading mode).	Review Proofreading Segment status ... <ul style="list-style-type: none"> ● Not translated ● Translated ● Spellchecked ● Checked 1 ● Checked 2 	
Assign a different status to all segments in all opened language pairs (independent of the selected proofreading mode). If a segment filter is active (» Filtering segments , page 195), the status is only assigned to the displayed segments.	Review Proofreading File status ... <ul style="list-style-type: none"> ● Not translated ● Translated ● Spellchecked ● Checked 1 ● Checked 2 	
Log content changes as revision step (» Logging and comparing revision steps , page 302).	Review Proofreading Log as revision	

Proofreading functions on the **Review** tab and their keyboard shortcuts (cont.)

Automatic navigation after confirming segments

By default, Transit navigates to the next segment to be checked when you confirm a segment as checked (» [step 4](#), page 286). This usually makes sense because it automatically takes you to the segment you need to check and confirm next.

However, depending on the project and your personal way of working, you may want a different navigation. You will find the following options by clicking the arrow under **On/Off**:

- **After confirmation: Stay in segment:** Transit stays in the segment that you have just confirmed.
Use this option if you usually want to edit segments after you have confirmed them.
- **After confirmation: Go to next segment:** Transit navigates to the next consecutive segment.
Use this option if you usually want to check segments regardless of their segment status (e.g. also already checked segments).

- **After confirmation: Go to next segment to be checked:** Transit navigates to the next segment that you need to check and confirm. Transit skips all segments that already have a segment status corresponding to the proofreading mode (or higher). This is the well-known standard setting that allows you to focus on the segments to be checked.

Proofreading internal repetitions

You can use the *internal repetitions proofreading mode* to proofread internal repetitions in a targeted manner. The option has particular application if you wish to divide up the project and pack it for several translators. This way you can make sure that these internal repetitions are translated correctly in each part of the overall project.



Tip: Carry out a variant check

The consistency of the internal repetitions translations is an important quality criterion: In general, segments with the same source language content should generally be translated in the same way; avoidable translation variants are usually not accepted.

With the variant check, Transit displays translation variants in a list so that you can assess and correct them in the language pair if necessary (» [Checking variants](#), page 283).



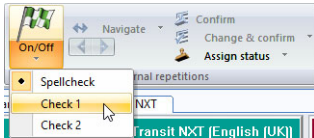
Tip: Colour and filter for internal repetitions

Transit supports special functions for displaying internal repetitions. You can use these independently of the internal proofreading repetitions mode, i.e. even if you are translating a project “normally” (» [Colour and filter for internal repetitions](#), page 240).

Switching to internal repetitions proofreading mode

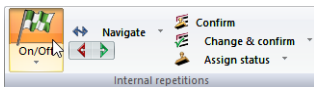
How do I switch to internal repetitions proofreading mode?

1. Select **Review | Internal repetitions | On/Off** and the desired proofreading step:



With the **Check 1** proofreading step you can check all internal repetitions with a lower status (e.g. Translated or Spellchecked). Confirmed segments receive the status **Checked 1**.

The internal repetitions proofreading mode is on, its special functions are available:



You can check and confirm all internal repetitions where the segment status is lower than the proofreading step. When you confirm a segment as checked, Transit assigns the segment status that corresponds to the selected proofreading step.

To exit the internal repetitions proofreading mode, select **Processing | Internal repetitions | On/Off** again.

**Tip: Exit the internal repetition proofreading mode after completing the check**

We recommend to deactivate the internal repetition proofreading mode as soon as you have completed the check. Otherwise you will not be able to start other editing or checking modes (e.g. for handling markups).

Functions in the internal repetition proofreading mode

In the internal repetition proofreading mode, you have the following options:

- **Navigation:** This allows you to move the insertion point between internal repetitions (analogous to translating internal repetitions, » [Navigating in internal repetitions mode](#), page 243).
- The **Back / Forward** buttons correspond to the menu items **Navigation | Previous internal repetition** and **Next internal repetition**. This allows you to move the cursor within the group or between groups with a single mouse click.
- **Confirm:** This confirms all internal repetitions of the same group as checked. Transit assigns the segment status corresponding to the selected proofreading step to the segments. The contents of the segments remain unchanged.
- **Change and confirm:** This allows you to transfer the contents of the current segment to all internal repetitions of the same group and confirm them as checked. This is useful if you have corrected a segment, and the correction is necessary for all internal repetitions of the same group.

If you select the **Retain status** subitem, you only change the contents, but not the status of the segments.

- **Segment status:** This allows you to assign a different segment status to the active segment.

If you assign the status `Not translated`, you can decide if you only want to change the status or if the segment content is reset to the source language.

Quality rating in accordance with J2450

What you should know here J2450 is a quality metric for assessing translation quality. For this, incorrect terms or phrases are categorised by type and severity of the error (» [Error types, severity and their abbreviations](#), page 291). You can rate the segments via the context menu or using key combinations (» [Rating the quality via the context menu](#), page 292 and » [Rating the quality using keyboard shortcuts](#), page 293).

Transit displays the quality rating for the active segment in the **Segment info** window (» [Information in the "Segment info" window](#), page 189). There you can also delete and change quality ratings (» [Deleting a quality rating](#), page 294 and » [Changing the error category](#), page 295).

To analyse the quality of the translation across the entire translation project, use the quality report (» [Analysing the translation quality](#), page 296).

Error types, severity and their abbreviations

To evaluate an error, the error type and the severity of the error are defined. Abbreviations are common here:

Error type	Abbreviation
Wrong term	WT
Wrong meaning	WM
Structural error	SE
Omission	OM
Misspelling	SP
Punctuation error	PE
Miscellaneous error	ME

Severity	Abbreviation
serious	s
minor	m

Examples:

- Wrong meaning in an instruction manual that may lead to misuse by the end user (e.g. *"accelerate"* instead of *"brake"*).
 - Error type: Wrong term
 - Severity: serious
 - Abbreviation: WT-s
- Typing error in a product specification sheet that has no effect on how the text is understood (e.g. *"acelerate"* instead of *"accelerate"*).
 - Error type: Misspelling
 - Severity: minor
 - Abbreviation: SP-m



“Miscellaneous error” type requires an error description

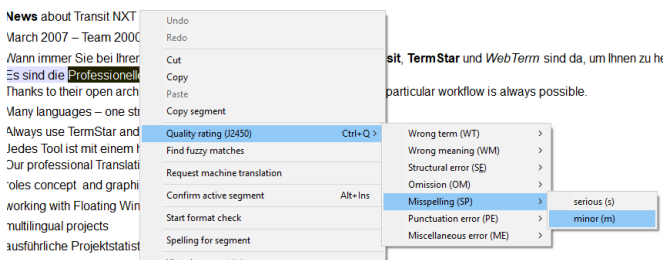
For the non-specific **Miscellaneous error** type, you must describe the error. Transit therefore automatically navigates to the **Segment info** window when you have selected this error type.

Prerequisites for quality rating To ensure that you can rate the quality, the following prerequisites must be complied with:

- Proofreading mode active
You can only rate the quality when you are in proofreading mode (» [Proofreading mode](#), page 285). Therefore, activate proofreading mode before you start the rating (**Review | Proofreading | On**).
- Incorrect word or incorrect phrase highlighted
The rating always relates to an incorrect word or an incorrect phrase. You can therefore only evaluate the quality if you have highlighted a word, a phrase or, if required, the entire segment.

Rating the quality via the context menu? **How do I rate the quality via the context menu?**

1. Highlight the incorrect word or the incorrect phrase.
2. In the context menu, select **Quality rating (J2450)**.
 - If Transit does not display the context menu entry, no quality rating is provided for the project or you are not in proofreading mode.
 - If Transit displays the context menu entry as greyed out, you have not highlighted an incorrect word or incorrect phrase.
3. Select the error type and severity:



If you have selected the **Miscellaneous error** type, Transit automatically navigates to the **Note** field in the **Segment info** window:

Quality rating (J2450)	
Error category	Miscellaneous error - minor (ME-m)
Affected term/phrase	Übersetzungsumgebungen
Rated by - on	Luis B. Perro - 04.06.2019
Note	

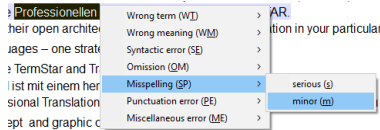
For the **Miscellaneous error** type, the description of the error is provided compulsorily.

4. Enter a description of the error.
Transit automatically saves the note for the segment.

Rating the quality using keyboard shortcuts

How do I rate the quality using keyboard shortcuts?

1. Highlight the incorrect word or the incorrect phrase.
2. Press the key combination CTRL+ Q.
Transit displays the possible error types.
3. Specify the error type and severity by entering the underlined letters of the shortcut (e.g. s for “*misspelling*” and m for “*minor*”):



Press CTRL+Q, s, m to rate a minor misspelling

If you have selected the **Miscellaneous error** type, Transit automatically navigates to the **Note** field in the **Segment info** window:

Quality rating (J2450)	
Error category	Miscellaneous error - minor (ME-m)
Affected term/phrase	Übersetzungsumgebungen
Rated by - on	Luis B. Perro - 04.06.2019
Note	

For the **Miscellaneous error** type, the description of the error is provided compulsorily.

4. Enter a description of the error.
Transit automatically saves the note for the segment.

Deleting a quality rating in the **Segment info** window, you can delete quality ratings.



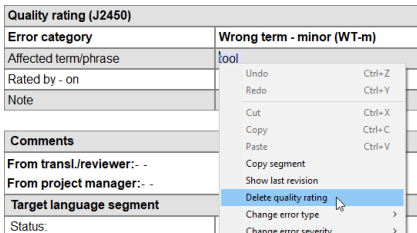
Automatically removed quality ratings

The quality ratings that are contained in the reference material are automatically removed...

- ... during pretranslation: The pretranslated segment does not “inherit” a quality rating.
- ... when fuzzy matches are accepted: The segment that is translated using a fuzzy match does not “inherit” a quality rating.
- ... during TMX export: The exported reference material does not contain a quality rating.
- ... during creation of a project-specific reference extract: The reference extract that is created during the project import does not contain a quality rating.

How do I delete a rating?

1. Right-click in the quality rating to be deleted.
2. Select **Delete quality rating** in the context menu:

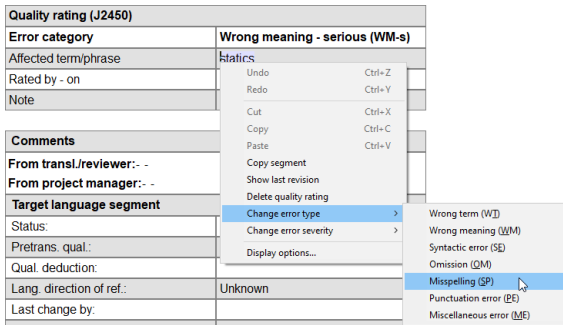


3. Confirm the message by clicking **OK**.

Changing the error category In the **Segment info** window, you can change the error type and severity of quality ratings.

How do I change error type or severity?

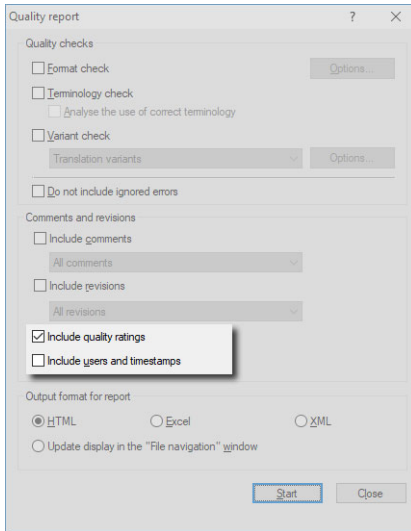
1. Right-click in the quality rating to be changed.
2. In the context menu, select **Change error type** and the desired type:



You can correct the error type and severity via the context menu.

3. In the context menu, select **Change error severity** and the desired severity.

Analysing the translation quality With the quality report from Transit, you can analyse the translation quality of the current project (**Statistics | Quality | Project** for all language pairs in the project or **Statistics | Quality | Current** for the language pairs that are open). On this basis, errors can be weighted and quality scores obtained for translation projects.



The quality report is a standard function of Transit NXT Professional. For Freelance Pro, the report is supported as an optional feature and can be enabled via the licence number.

Select **Include quality ratings**. In order to also display the user and the time of the rating, select **Include users and timestamps**.

Printing out Transit files for proofreading

Overview There are various functions in Transit for printing out the Transit files for proofreading purposes:

- **Page setup**
In Page setup, you can specify the page layout to be used to print the file for proofreading, e.g. margins, headers and footers (» [Transit/TermStar Reference Guide](#)).
- **Specifying the languages for the proofreading printout (» page 297)**
You can print the source or target language separately or print segment pairs containing both languages.
- **Specifying the range and appearance of the segments in the proofreading printout (» page 297)**
You can specify how Transit should print segment markers, markups, character formatting, tables and document structure. There are also many options to specify exactly which segments should be printed.
- **Printer settings (» page 300)**
Use this function to specify the printer and specific settings for the printer selected.

Specifying the languages for the proofreading printout You can either print one language (source or target language) or else segment pairs containing both languages:

- **Printing the source or target language**
 - Activate the source language window if you want to print out the text in the source language: Position your cursor in the source language window.
 - Activate the target language window if you want to print out the text in the target language: Position your cursor in the target language window.
- **Printing segment pairs containing both languages**
It does not matter which window is active if you want to print segment pairs. You merely have to select the relevant option in the **Printing** window (» [step 4](#), page 299).

Specifying the range and appearance of the segments in the proofreading printout You can specify or limit the extent of the printout:

- **Using a segment filter**
If you only want to print certain segments, apply the appropriate segment filter before printing (» [Filtering segments](#), page 195).
- **Printing the selected range only**
If you want to print a specific section of the language pair, select this section and then select the **Selection** option in the **Printing** window (» [step 4](#), page 299).
- **Specify a range of segment numbers**
In the **Printing** window, you can specify the number of the first and last segments you want to print (» [step 3](#), page 299).

- Printing comments

If you print segment pairs, you can also print out comments on the particular segments (» [step 3](#), page 299).

Your printout will appear in a WYSIWYG ('*what you see is what you get*') format. Transit prints the language files as they appear on the screen:

- Several language files in one window

If several language files are displayed in one window, Transit prints these as one language file.

- Appearance of segment markers, markups, tables and structure

When printing the file for proofreading, Transit uses the same settings as you have set for on-screen display. This means that the settings which have been selected under **View | Text/Markups** (e.g. display full markups, display tables and structure, etc.; for information, » [Switching editor views](#), page 415) also apply to the proofreading printout.

If you print segment pairs (i.e. source and target language), Transit disregards table and document structure to provide you with a better overview of the text. Headings, lists and tables are then printed as normal text.

- Revision bars

In the **Printing** window, you can specify that certain segments should be marked with revision bars (» [step 6](#), page 300).

Starting printing After you have set up the printer and customised the page setup to suit your requirements, you can start printing.

If you only want to print one language (source or target language), ensure that the active window is the window with the required language (» [Specifying the languages for the proofreading printout](#), page 297).

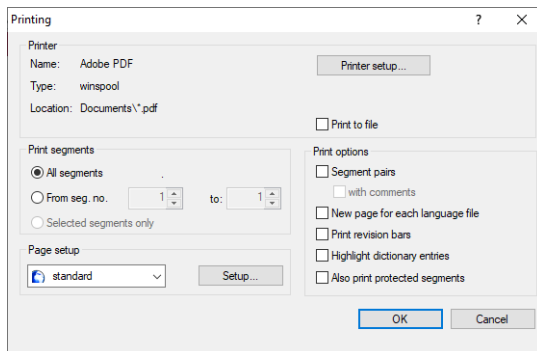
If you only want to print certain segments, apply the appropriate segment filter before printing (» [Filtering segments](#), page 195).

If you only want to print a selected section of the language file, select the section in question before printing.

How do I print a proofreading printout?

1. Click the **Transit** symbol and select **Print**.

Transit displays the following window:



Transit displays the active printer in the **Printer** section.

2. Specify the printer:
 - If you want to use a different printer, click **Printer setup** (» [Printer settings](#), page 300).
 - If you want to print to a file instead of printing out on the printer, select the **Print to file** checkbox. Windows then captures the data that would normally be sent to the printer and saves it to a file instead.
The option **Print to file** does not generally serve any purpose if you are generating a PDF file using a virtual printer.
3. In the **Print segments** section, select which segments should be printed. You have three options:
 - **All segments**: Transit prints the entire language file.
 - **From seg. no. ... to**: Transit prints a range of segments.
In the fields, enter the number of the first and last segments that Transit should print.
 - **Selected segments only**: Transit prints the text you have selected in the editor.
4. If you want to print segments pairs, select the **Segment pairs** option in the **Print options** section.
Transit then prints the source and target language directly under one another for each segment.
 - If you want Transit to print the comments as well, select the **with comments** option. Transit prints the comments in italics.
5. Select the option **New page for each language file** if you want Transit to start with a new page for each new file (page numbering also begins from scratch for each new file).

6. If you want Transit to identify all the segments which were not pretranslated or pretranslated and changed manually, select **Print revision bars**.
Transit then highlights these segments in the printout with a vertical line in the left and right margins.
7. If you want Transit to identify the dictionary entries when they appear in the printout, select **Highlight dictionary entries**.
Transit then highlights all dictionary entries.
8. If you want Transit to also print protected segments, which do not contain any translatable text, select **Also print protected segments**.
9. In the **Page setup** section, select the page setup to be used for the proofreading printout. You have the following options here:
 - Select an existing page setup definition.
 - Click **Setup** to modify or create a page setup definition (» [Transit/TermStar Reference Guide](#)).
10. To start printing, click **OK**.
If you are printing to a file (» [step 2](#), page 299), Transit displays the **Print to file** window. In the **Output File Name** field, enter the path and name of the file to which Transit should save the print data and press **OK** to confirm your entry.

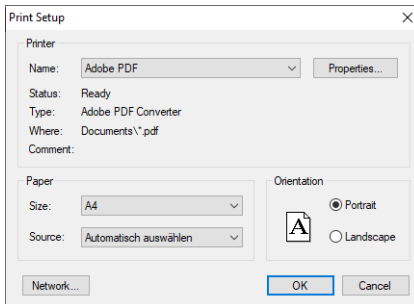
Transit prints the proofreading printout on your printer or sends it to the file specified. During this process, it displays how much of the job has been sent to the printer or file in the **Printing** window.

Printer settings You can print out the file for proofreading on any printer installed in your Windows environment. You will have to configure various settings depending on the printer model.

How do I set up the printer?

1. Click the **Transit** symbol and select **Print | Settings**.

Transit displays the following window:



2. From the **Name** list, select the printer to which you want to print.

3. Select the paper size, source and orientation.
4. Click **Properties** to specify specific settings for the printer.
The settings which are available depend on your printer and are not determined by Transit. If necessary, refer to your Windows or printer documentation.
5. Confirm your settings with **OK**.

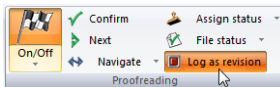
Logging and comparing revision steps

Overview In multi-stage translation processes (consisting e.g. of translation, proofreading, external review), different users may have changed the translated segment. You can decide if Transit logs revisions of translations in order to later display and compare revision steps.

Logging revision steps Revision steps are logged as follows:

- As translator / reviewer you can specify that Transit logs the change of a translation (text and/or markup) as revision:

To do so, switch on the proofreading mode via **Review | Proofreading** and activate the **Log as revision** option (» [Proofreading mode](#), page 285):



Proofreading mode: Log as revision

- As project manager you can specify that all logged revisions are taken over to your project files.

To do so, you select the **Log as revision** option when unpacking the translations (» [Unpacking a translation](#), page 131).



Always select option to retain all previous revisions

If a project already contains revision steps, you must always select the "Log as revision option" when unpacking a translation.

Otherwise all previous revision steps will be lost.



Tip: Preset "Log as revision" option

In the project settings you can specify whether this option shall be automatically selected (» ["Format check" project setting](#), page 100, **Proofreading mode / unpacking translations: Preset "Log as revision" option**).

Comparing revision steps You can display and compare all revision steps that Transit has logged for a translation. In the **Segment info** window, Transit displays if and how many revisions have been logged for a segment. You can also have a look at the differences between the current and the previous step (» [Information in the "Segment info" window](#), page 189).

You can display and check segments with revisions as follows:

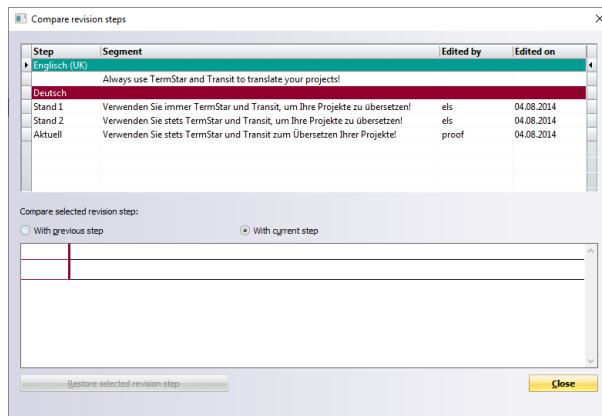
- using keyboard shortcuts (» [Navigating to segments containing revisions](#), page 304)
- using a segment filter (» [Filtering segments according to segment information](#), page 200).

How do I compare revision steps?

You have selected a target language segment containing revisions.

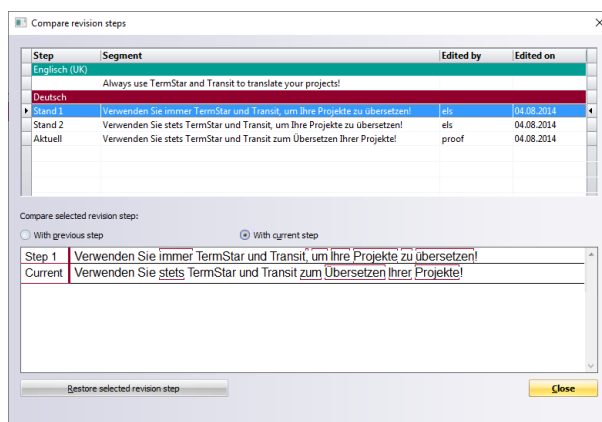
1. Right-click to open the context menu and select the **Compare revision steps** option.

Transit opens the **Compare revision steps** window:



2. In the revision overview above, select a revision step.
3. Specify if you want to compare the selected revision step with the current or the previous step.

Transit displays the detailed comparison below:



Compare revision steps window - with detailed comparison

Differences are marked the same way as in the fuzzy window.

4. You now have the following options to continue:
 - Click **Restore selected revision step** if you want to use the selected step as current translation again.
Transit restores the selected step and closes the **Compare revision steps** window.
 - Click **Close**.
Transit closes the **Compare revision steps** window.

Navigating to segments containing revisions Using keyboard shortcuts you can navigate to segments for which revisions have been logged.
You can check the segments and display and compare its revision steps.

How do I navigate to segments containing revisions?

1. Press ALT+4 to switch to the **Segment info** window.
Transit moves the cursor to the **Segment info** window.
2. Move the cursor to segments containing revisions by using the following keyboard shortcuts in the **Segment info** window:

Function	Keyboard shortcut
Segments with revisions:	
● Previous revision	CTRL+MINUS (numeric keypad)
● Next revision	CTRL+PLUS (numeric keypad)
Segments with revisions or comments from the translator or reviewer:	
● Previous comment or previous revision step	SHIFT+CTRL+MINUS (numeric keypad)
● Next comment or next revision step	SHIFT+CTRL+PLUS (numeric keypad)

Navigating to segments containing revisions and/or comments
If your computer does not have a numeric keypad, you can use the function keys F1 and F2 instead of MINUS and PLUS (» [Alternative for PLUS/MINUS \(numeric keypad\): F1/F2 keys, page 434](#)).

Transit displays the segment concerned as the current segment.
In the **Segment info** window, you can have a look at the differences in comparison between the current and the previous revision step and press ALT+2 to switch to the current segment in the target language window, if required.

Quality report



Standard in Transit NXT Professional, optional for other product variants

The quality report is a standard function of Transit NXT Professional.

For other Transit product variants, the quality report is optional. If you wish to use this function and have it activated, please contact the STAR Group (» [Contact](#), page 2).

With Transit you can create a quality report for the current project or the currently opened language pairs.

This function is particularly helpful for project managers who quickly want to gain a complete overview that shows

- if and which errors are found by the quality checks,
- if and which translation variants and/or source variants exist
- if and which comments have been entered,
- if and which revisions have been logged.

Transit can output the report in HTML, Excel or XML format.

Using the following options in the **Quality report** window, you can define what exactly is evaluated:

The screenshot shows the 'Quality report' dialog box with the following settings:

- Quality checks:**
 - Format check** (Options...)
 - Terminology check** (Analyse the use of correct terminology)
 - Variant check** (Translation and source variants) (Options...)
 - Do not include ignored errors
- Comments and revisions:**
 - Include comments** (All comments)
 - Include revisions** (All revisions)
 - Include quality ratings
 - Include users and timestamps
- Output format for report:**
 - HTML**
 - Excel
 - XML
 - Update display in the "File navigation" window

Buttons: **Start**, **Close**

- **Quality checks** section
 - **Format check:** Evaluates errors that are found during format check. The sources of error to be checked you define in the **Format check** window that you

can open by clicking **Options** (» [Format check options](#), page 266).

If **Markups** is selected in the options, you can perform additional markup checks by keeping the SHIFT and/or CTRL key pressed when starting the quality report:

SHIFT key: Additionally check the markup order

CTRL key: Additionally check markups that were removed by selecting **Empty & next**

- **Terminology check:** Evaluates errors that are found during terminology check.

Analyse the use of correct terminology: Creates a list of all terms that have been used correctly according to the project dictionaries.

- **Variant check:** Evaluates variants in your project files:

Translation variants: Transit finds different translations of identical source language segments.

and/or

Source variants: Transit finds different source language segments that have been translated equally.

Via **Options** you can specify which differences Transit should ignore during variant check: differences in case, blanks/whitespaces, markups, numbers, pseudo-numbers or punctuation marks.

If differences are ignored, Transit does not consider textually identical segments as variants.

- **No ignored errors:** You select this option if you want errors that have been checked and ignored **not** to be listed again in the quality report.

- **Comments and revisions** section

- **Include comments:** Evaluates comments entered by the project manager or the translator/reviewer.

- **Include revisions:** Evaluates revisions, either all revision steps, only the differences to the previous revision step or only the differences to the first revision step.

- **Include users and timestamps:** Shows additionally the respective user and timestamp when evaluating comments and revisions.

How do I create a quality report?

1. Select **Statistics | Quality | Project** or **Statistics | Quality | Current** depending on if you want to create a report for the project or only for the currently opened language pairs.

Transit displays the **Quality report** window.

2. In the two upper sections, specify the desired options.

3. In the **Output format for report** section, specify in which format the quality report should be written:
 - **HTML:** The report is written as a HTML file.
 - **Excel:** The report is written as an Excel file.
 - **XML:** The report file written as an XML file.
 - **Update display in "File navigation" window:** No report is written; the error/variant display in the **File navigation** window is updated.
 The **File navigation** window only displays the results of the format check, terminology check and/or variant check.
4. Click **Start** to create the quality report.
 Transit displays the **Save quality report as** window.
5. Specify the name and storage location for the report and confirm with **Save**.
6. As soon as the report is created, you can specify if you want to open it right away.

Quality report in HTML format

Example of a quality report file in HTML format:

Transit NXT Quality Report	
Project:	Nxt_Word (Global)
Source language (SL):	ENG
Target language (TL):	DEU
Overview	
Errors	
Incorrect Terminology	15
Translation	43
Double spaces	3
Comments and revisions	
Comments project manager	0
Comments transl./reviewer	1
Segments with revisions	1
Information	
Correct terminology	7
Details	
+ Errors	
+ Comments and revisions	
- Information	
+ Correct terminology	

Example for quality report in HTML format

- **Overview** section
 - Below the **Errors** headline you can see how many errors have been found in which error category.
 - Below the **Variants** headline you can see how many source variants and/or translation variants have been found.
 - Below the **Comments and revisions** headline you can see how many segments with comments of the project manager or the translator/reviewer and how many segments with revisions have been found.
 - Below the **Information** headline you can see how many terms from the project dictionaries have been used correctly (only if you have selected the **Analyse the use of correct terminology** option).
- **Details** section
 - Below the **Errors** headline all error categories (e.g. **Translation, Markups, Numbers**) as well as their sub-categories are listed. When clicking the plus sign in front of the particular error message the details of this error are displayed, e.g. filename, segment number as well as the source language and target language segment.
 - Below the **Variants** headline all source and/or translation variants are listed.
 - Below **Comments and revisions** all files are listed that contain segments with comments and/or revisions. When clicking the plus sign in front of the particular file the details of the segments with comments and revisions are displayed.

- Below **Information** all terms are listed that were used correctly.

[-] Details	
[-] Errors	
[+] Incorrect Terminology	
[+] Translation	
[-] Double spaces	
[+] Double spaces	
[-] Double spaces	
File	About_Transit NXT
Segment	12
SL segment	Many languages – one strategy
TL segment	Viele Sprachen – eine Strategie
[+] Double spaces	
[-] Comments and revisions	
[-] About_TransitNXT	
Segment	26
Comment transl./reviewer	Translation Memory (without hyphen)
SL segment	context-based translation memory engine
Step 1	kontextbasiertes Translation-Memory-System
Current step	kontextbasiertes Translation Memory-System
[-] Information	
[-] Correct terminology	
[+] Correct term used for "Terminology"	
[+] Correct term used for "graphic display"	

Example for quality report in HTML format - Details

From the **Details** section you can navigate directly in the respective file and the respective segment.

How do I navigate directly to the respective segment:

1. Click the filename (shown as a link).

Transit opens the respective project and language pair and positions the cursor in the segment.

Quality report in Excel format A report file in Excel format consists of several worksheets. The first worksheet contains an overview all error categories in which Transit has found errors.

A	
1	Transit NXT Quality Report
2	
3	Project: Nxt_Word (Global)
4	Source language (SL): ENG
5	Target language (TL): DEU
6	
	The report contains errors of the following categories. For details click on the error category in question.
7	
8	Incorrect Terminology
9	Translation
10	Double spaces
11	Leading or trailing blanks
12	Markups
13	Numbers
14	
15	
16	Correct terminology
17	Comments and revisions

Example for a quality report in Excel format

There is a worksheet for each error category:

Content	Incorrect Terminology	Translation	Double spaces	Leading or trailing blanks	Markups
----------------	---------------------------------------	-----------------------------	-------------------------------	--------------------------------------------	-------------------------

In the particular error categories the errors are listed stating filename, segment number, error description and source and target language segment. By looking at the line numbers in Excel you can see quickly how many errors the respective error category contains.

As opposed to the report file in HTML format a **Comment** column exists in which e.g. comments for the translator can be entered:

1	File	Segment	Error description	Aff	SL segment	TL segment	Comment
2	About_Transit NXT	6	Double spaces		March 2007 – Team 2000	März 2007 – Team 2000	
3	About_Transit NXT	8	Double spaces		Wherever language barriers	Wann immer Sie bei Ihren Geschäften	

Example for a report file in Excel format

8 Analysing projects with the Report Manager

Overview

The Report Manager in Transit provides you with a range of options for project analysis and invoicing.

To do this, you can specify in the “*Report options*” what should be calculated as a line and a page, how pretranslations, fuzzy matches and internal repetitions should be charged and the prices which apply to the translation. You can configure the settings separately for each language (» [Customising and creating report options](#), page 386).

In the project settings, you can specify the basis for the report (source/target) and the prices to be used for costing the project (» [“Report settings” project settings](#), page 98).

Please refer to » [Generating a report](#), page 312 for more detailed information on creating and saving a report.



All settings are arbitrary examples

All settings described in » [Analysing projects with the Report Manager](#), page 311 were selected arbitrarily as examples and are simply intended to demonstrate how the Report Manager works. The same applies to all settings in the default report options, which are supplied with Transit.

To analyse your projects, you will have to create your own report options in which you specify your own factors and prices.

Generating a report

Overview Transit can generate import, progress and translation reports which serve different purposes (» [Types of reports in Transit](#), page 312).
Section » [Creating a report](#), page 313 explains how Transit creates the report and how you can save it.
Via **Statistics | Dictionaries** you can also generate reports for the TermStar project dictionaries (» [TermStar User Guide](#)).

Types of reports in Transit Transit can generate various reports which serve different purposes: import reports, progress reports and translation reports.

In the reports, Transit first works out the status of the target language segments on a segment basis. Transit then calculates the number of words and characters by counting the number of words and characters in the source or target language segment and then assigning this value to the status the segment has.

- **Import report**

The “*import report*” indicates the result of the import, i.e. how many segments have been pretranslated, which fuzzy matches are to be expected, how many segments have to be newly translated, etc. This will allow you to estimate the expected effort for the project, e.g. as a basis for a quotation.

To do this, Transit analyses the status that the target language segments had immediately after the import (» [Import report columns](#), page 431) and determines the number of segments, words or characters in the source language.

Example:

- The source language segment *ash tray* was pretranslated as *Aschenbecher*. The import status of the target language segment is `Translated`.
- In the report, the expression is recorded as two words (*ash tray*) in the `Pretranslated` column.

You can create the import report at any time – even during translation or after the project has been completed.

- **Progress report**

The “*progress report*” shows the current state of the project, i.e. how much has already been translated, how much has been checked and what still needs to be done. It is thus a snapshot of the current progress of the project.

To do this, Transit evaluates the current target language segment statuses (» [Possible segment statuses](#), page 194). Transit can determine the number of segments, words or characters either in the source language or in the target language.

The progress report does not consider how the current segment status was achieved.

Example: A segment can have the status `Translated` because ...

... it has been pretranslated during import
 ... a translator has translated it by the help of a fuzzy match
 ... a translator has translated it from scratch
 ... its machine translation has been checked, adapted and confirmed as translated by a translator
 ...

- Translation report

The “*Translation report*” indicates how the segments of the project have actually been translated and how reached their current status, e.g. by pretranslation, with the help of fuzzy matches or machine translation, translated from scratch, etc. This allows you to estimate the actual effort for the project, e.g. as a basis for a post-calculation or empirical values for future projects.

To do this, Transit analyses the type of translation of the target language segments (» [Translation report columns](#), page 432). Transit can determine the number of segments, words or characters either in the source language or in the target language.

Creating a report You can create a report any time. It may be necessary to customise the report options to do this so that the Report Manager uses “your” values for analysis and invoicing (» [Customising and creating report options](#), page 386).



Subtotals are rounded, though precise figures are used for calculations

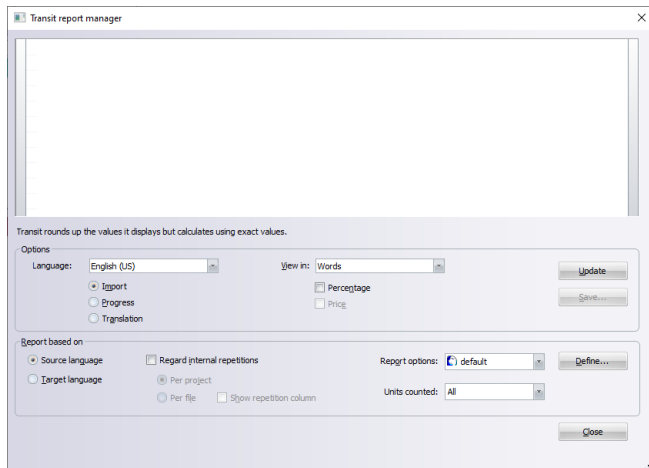
For reasons of clarity, the Report Manager shows the figures in the report rounded. Calculation of factors and prices, however, may produce results with decimal fractions.

When performing calculations, the Report Manager always takes all decimal places into consideration, even if it displays subtotals (e.g. for individual files) as rounded figures. In this way, you always achieve a precise end result.

How do I create a report for all files in a project?

1. To create a report for all project files, select **Statistics | Language pairs | Project**.
 To create a report only for the currently opened project files, select **Statistics | Language pairs | Active**.

Transit displays the Report Manager:



2. Specify the language for which Transit should create the report. To do so, select the required language from the **Language** list.
For multilingual projects, it is not necessary to create reports for each target language separately. When saving the report, you can decide whether reports for all target languages should be saved (» [step 12](#), page 316).
3. Specify the type of report (» [Types of reports in Transit](#), page 312). To do this, select the desired report type:
 - **Import**: Report on the import result (e.g. to estimate the expected effort or as a basis for a quotation)
 - **Progress**: Snapshot of the current progress of the project.
 - **Translation**: Report on how the project has actually been translated, e.g. as a basis for a post-calculation or empirical values for future projects.
4. Select the desired unit for the report (characters, lines, pages, segments, or words) from the **View in** list.
5. Specify how Transit should display the results:
 - If you want Transit to display the result as a percentage of the whole project, select **Percentage**.
 - If you want Transit to display the results with the prices you specified in the report options, select **Price**.

Transit displays the results with the prices you specified in the report options.

The option is only available if the unit selected in the **View in** is also used as the calculation basis in the report options (**Report options** window, **Prices/**

- Expansion factor** tab; » [Specifying prices and expansion factor](#), page 394).
- If you want Transit to display the results in absolute figures, deselect **Percentage** and **Price**.
6. Specify whether the number of segments, words or characters should be determined in source or target language. To do so, select either **Source language** or **Target language**.
 7. For import reports:
 - If Transit should take internal repetitions into account, select **Regard internal repetitions**.
 - Specify how internal repetitions should be calculated:
 - **Per project**: Calculate internal repetitions globally for all project files.
 - **Per file**: Calculate internal repetitions for each project file separately.
 - By default, Internal Repetitions are subtracted from the total units at the end of the report.
If Internal Repetitions are to be displayed and weighted in a separate column instead, check **Show repetition column**.
 8. Specify the report options required from the **Report options** list.
 - If you want to view or modify the values for the report options, select them from the **Report options** list and click **Define** (» [Customising and creating report options](#), page 386).
 9. In **Units counted** list, **All** is preselected to analyse all segments.
 - If you want to analyse only segments that are internal repetitions, select **Internal repetitions only**.
 - If you want to analyse only segments that are not internal repetitions, select **Without Internal repetitions**.
 10. Click **Update**.

Transit displays the current values in the table:

File	Pretrans.	Check	100%	99-95%	94-85%	84-75%	74-50%	Not trans.	Total
Assembly	1109	150	0	211	154	4	0	139	1767
FirstSteps	378	29	0	8	0	5	0	64	484
Introduction	352	87	0	81	9	0	0	65	594
Maintenance	572	10	0	28	9	0	0	28	647
Operation	511	57	0	77	9	0	0	37	691
SpareParts	117	13	0	1	0	0	0	0	131
Troubleshooting-Repair	676	198	0	42	10	0	0	149	1075
Totals	3715	544	0	448	191	9	0	482	5389
Totals with weighting factor	3715	544	0	448	191	9	0	482	5389
Totals with expansion factor	3715	544	0	448	191	9	0	482	5389

Transit rounds up the values it displays but calculates using exact values.

Options

Language: English (US) View in: Words

Import
 Progress
 Translation

Percentage
 Price

Report based on

Source language
 Target language

Regard internal repetitions
 Per project
 Per file
 Show repetition column

Reprt options: default Units counted: All

11. If you want to save the report, click **Save**.
 - Enter a filename for the report.

Transit suggests the project working folder as the folder in which to save the file. If you want Transit to save the report to another folder, select the desired folder.
 - Specify the file type for the report:
 - Excel (*.xlsx): Save as an Excel table
For Transit to be able to save the evaluation as xlsx, Microsoft Office must be installed.
 - Excel (*.xls): Save as an Excel 97-2003 table
 - html (*.html): Save as an HTML file
 - Transit report (*.james): Save as XML file (e.g. for STAR CLM)
 - Transit report (*.rep): Save as a plain text file
 - Confirm with **Save**.
12. For multilingual projects, Transit displays the following window:

Statistics for multilingual project

Save

Statistics for selected language only
 Combined statistics for all target languages
 Individual statistics for each target language

OK Cancel

You have the following options:

- **Statistics for selected language only:** Transit only saves the report for the selected language.
- **Combined statistics for all target languages:** Transit saves the reports for all target languages in one file (supported for reports in Excel and HTML format).
- **Individual statistics for each target language:** Transit saves the reports for each target language in an individual file. Transit appends an underscore and the language code to each individual filename.

Confirm your selection with **OK**.

Transit returns to the Report Manager.

You can change the settings to create another report or close the Report Manager by clicking **Close**.

How does Transit calculate the values for the report?

If you create a report, Transit calculates the values as follows:

- **Segment status**
Transit determines the status of each target language segment.
- **Number of characters, words and segments**
Depending on the unit selected, Transit totals the characters, number of words and segments for each status in the source or target language.
- **Number of lines**
If necessary, Transit calculates the number of lines by dividing the number of characters or words by the characters per line or words per line defined in the report options.
- **Number of pages**
If necessary, Transit calculates the number of pages by dividing the number of lines by the lines per page defined in the report options.
- **Pretranslation/Fuzzy matches**
Transit automatically weights fully pretranslated segments, pretranslated segments which need checking, and segments with fuzzy matches, as defined in the report options.
- **Internal repetitions**
If applicable, Transit does not count identical segments which occur more than the number of times defined in the report options.
- **Prices**
Transit calculates the prices by multiplying the number of characters, words, segments, lines or pages by the prices defined in the report options.

9 Interactive alignment

What is “interactive alignment”?

In order for Transit to be able to use the translations as reference material, they must be available in Transit format. However, translations that were not created with Transit are only available in the original file format.

For these cases, you can create an alignment project (» [Alignment project](#), page 319), import the documents and their translations in Transit, and carry out the alignment (» [Carrying out an interactive alignment](#), page 326). Doing so, Transit generates language pairs which can be used as reference material for future projects (» [Pretranslation using aligned reference material](#), page 339).

Alignment is the assignment of source and target language segments. This may involve instances in which the source and target language differ (e.g. one sentence translated with two sentences or a list item with a different position in the translation).

During alignment, Transit calculates the match of the segments and suggests to confirm or to correct the alignment. To do this, you can interactively join, split, move, delete, or insert segments.



Tip for significant volumes of old data: Machine alignment (» [page 340](#))

If you have significant volumes of old data, interactive alignment can be a laborious process. As an alternative, you can generate reference material from these documents using *machine alignment*, which requires no manual input.

Alignment project

The alignment project settings are similar to the settings of a translation project (» [Project management](#), page 38).

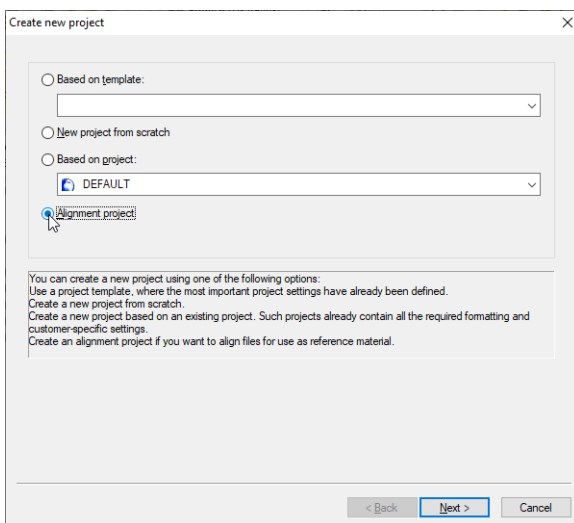
In an alignment project, however, you select not only source language original files but also target language original files and pair them up.

Creating an alignment project The majority of the steps for creating an alignment project are the same as the steps for a translation project.

How do I create a new alignment project?

1. Select **Project | Create**.

Transit displays the following window.



2. Select **Alignment project** and confirm the option selected with **Next**.

Transit displays the following window:

Administration

Project information

Name:

Scope: Global ▾

User: Luis B. Perro

Customer:

Project comment

Project status

Enter a project name and select the scope under which it will be listed for organisational purposes. This information is used to identify the project and cannot therefore be altered later on. If you would like to store the project under a specific customer, select an existing customer or create a new one. If necessary, you can enter information about the project and its current status.

< Back Next > Cancel

3. Proceed as for creating a translation project (» [Creating a project](#), page 39):
 - **Administration** window: Specify the administrative information.
 - **Languages** window: Specify the source and target languages.
 - **Folders / filenames** window: Specify the working folder.
 - **File type** window: Specify the file type of the files you want to align.

Transit displays the following window:

Files

Language	Files
German (Source)	0
English (US)	0
Italian	0

Alignment files for German (Source):

Display mode: Working name ▾

Select files for the source language.

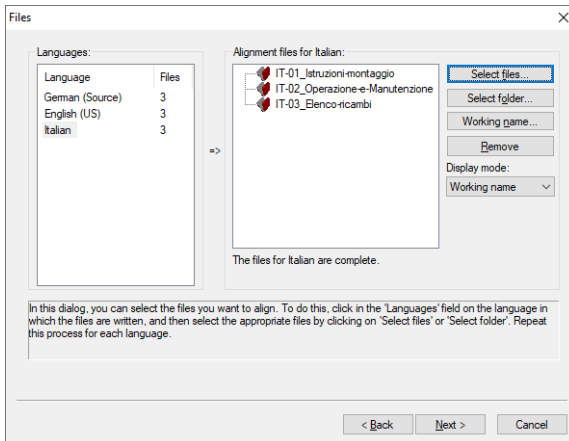
In this dialog, you can select the files you want to align. To do this, click in the 'Languages' field on the language in which the files are written, and then select the appropriate files by clicking on 'Select files' or 'Select folder'. Repeat this process for each language.

< Back Next > Cancel

The **Files** window is different from that of a translation project.

4. In the **Files** window, specify for each language the files which you want to import into Transit for the alignment.
 - Select the first language in the **Languages** section.
 - Click **Select files** to select individual files for this language.
Transit displays the **Select source files** window. Select the desired files and confirm your selection with **OK**.
 - Click **Select folder** to select all the files in a folder for this language.
Transit displays the **Select folder for source files** window. Select the desired folder.
Select **Include subfolders** if you want Transit to import the contents of all subfolders as well.
Confirm your selection with **OK**.
 - If you want to remove a file or a folder from the project, select the file/folder and click **Remove**.

Repeat this for all other languages which Transit displays in the **Languages** section.

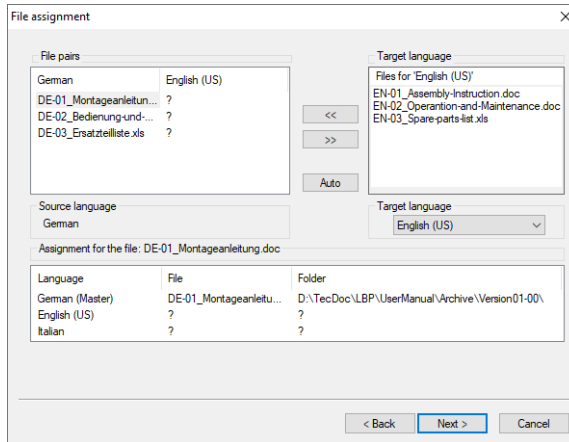


Please note the following:

- The same number of files must be selected for all languages.
- The same file cannot be selected as both the source and target file at the same time.

Confirm the settings with **Next**.

Transit displays the following window.



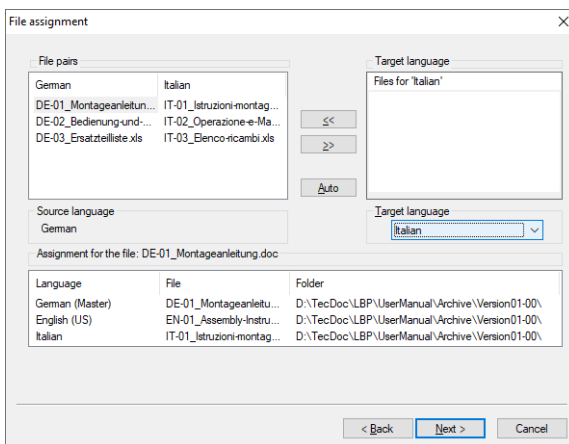
5. Assign the source language files their translations. This means that you specify which target language file contains the translation of a source language file:
 - Click **Auto** to make Transit assign the files automatically.

Transit uses the filenames to attempt to automatically assign the target language files to the source language files. All you then have to do is check the assignment.
 - To assign manually, select the language for which you want to assign the files from the **Target language** list.

Select the source language file from the **File pairs** section and the target language file to be assigned from the **Target language** section. Click << to assign the file.

If you want to delete an assignment, select the source language file and then click >> to move the file.

Repeat this for all target languages which Transit displays in the **Target language** list.

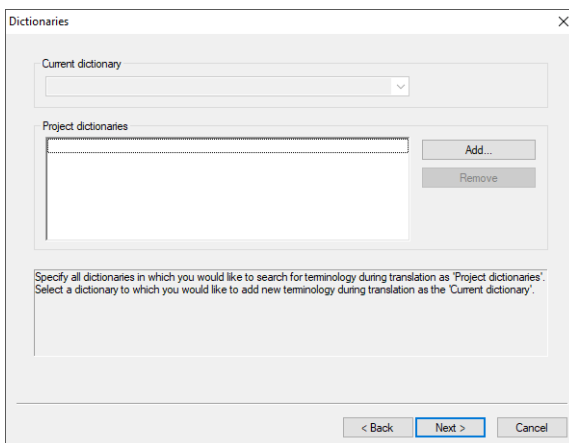


File assignment window with assigned files

Ensure you have assigned all the files.

Confirm the assignments with **Next**.

Transit displays the following window:

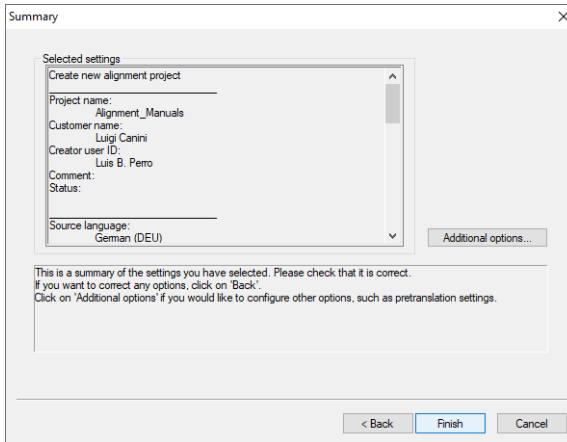


6. Select the project dictionaries and the current dictionary as for a translation project.

Transit can use dictionaries when assessing whether a source and target language segment match (» [Alignment settings](#), page 422).

Confirm the selection with **Next**.

Transit displays the summary:



7. Check your settings or specify additional, special settings:
 - Click **Back** if you want to change a setting.
 - If you want to make additional special settings (e.g. segmentation, dictionaries, or MT for machine alignment), click **Additional options**.

Transit displays the **Advanced project settings** window with various tabs (» [Project settings for alignment projects](#), page 325).

Once you have checked all the settings, confirm them with **Finish**.

Transit creates the project with all the files and folders.

The next step is generally to import the files. For this reason, Transit displays the following message:

Project created successfully. Do you want to start the import now?

Click **Yes** if you want to import the files straight away. Transit displays the **Import project** window (» [Performing an import](#), page 61).

You can import the files at a later stage. However, you must import the files before you can start the alignment.

Project settings for alignment projects

The majority of the project settings for alignment projects are the same as the settings for translation projects:

Settings	Explanation	Section
Languages	As for translation project	“Languages” project settings (» page 85)
Administration	As for translation project	“Administration” project settings (» page 86)
Folders / filenames	As for translation project For alignment projects, export folders and options for target language file names are not relevant.	“Folders / filenames” project settings (» page 87)
Files	For alignment projects, you must also specify the target language files to be imported.	» step 4 , page 321
File assignment	Only in alignment projects: You use this setting to specify which target language file contains the translation of a source language file	» step 5 , page 322
File type	As for translation project	“File type” project settings (» page 95)
Report settings	As for translation project	“Report settings” project settings (» page 98)
Format check	As for translation project	“Format check” project setting (» page 100)
Reference material	As for translation project Transit can use reference material when assessing whether a source and target language segment match (» Alignment settings , page 422).	<ul style="list-style-type: none"> ● “Reference material” project setting (» page 101) ● Alignment settings (» page 422)
Segmentation	As for translation project	“Segmentation” project settings (» page 104)
Dictionaries	As for translation project Transit can use dictionaries when assessing whether a source and target language segment match (» Alignment settings , page 422).	● “Dictionaries” project settings (» page 106)
Default values	As for translation project	“Default values” project settings (» page 107)
Pretranslation	Not relevant for alignment projects	

Project settings for alignment projects

Settings	Explanation	Section
Extracts	Not relevant for alignment projects	
Machine translation	Interactive alignment: Not relevant	
	Machine alignment: The machine translation serves as an additional criterion for aligning segments.	Machine alignment (» page 340)
Messages	As for translation project	“Messages” project settings (» page 119)

Project settings for alignment projects (cont.)

Carrying out an interactive alignment

Overview Once you have created the alignment project and have imported the source files and their translations into Transit, the files are available as language pairs (» [Alignment project](#), page 319).

The alignment process involves matching up source and target language segments. However, instances can arise in which source and target language differ, for example:

- One sentence has been translated with two sentences.
- Two sentences have been translated with one sentence.
- A list item has been moved to another position in the translation.
- Source language and target language documents have different document structures.

When you start the alignment (» [Starting alignment mode](#), page 328), Transit calculates the probability that the segments match, and suggests to confirm or to correct the alignment (» [Alignment proposals](#), page 330). To do this, you can interactively join, split, move, or delete target language segments or insert empty segments (» [Checking and correcting proposals](#), page 330).

Transit provides a special user role to enable you to carry out the alignment as efficiently as possible. This defines, among other things, the view preferences for the language pairs in the editor, and the available functions (» [“Alignment Specialist” user role](#), page 327).

Furthermore, the settings which Transit uses to carry out the alignment can be customised to suit your individual needs (» [Customising alignment settings and coefficients](#), page 422).

Opening an alignment project To open an existing alignment project, select **Project | Open**. This displays all the available projects (» [Project Browser](#), page 34).

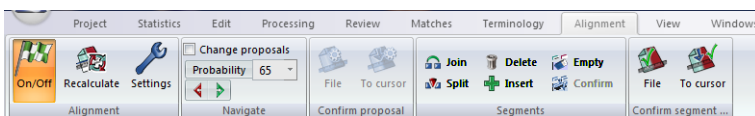
If you only want to see alignment projects, select **Reference material | Alignment | Project browser** from the resource bar. This version of the Project Browser will only display alignment projects.

“Alignment Specialist” user role To enable you to carry out the alignment as efficiently as possible, you should select the **Alignment Specialist** user role (» [User roles in Transit](#), page 26). It is specifically suited to the task of alignment.

You can select it either when starting Transit, via the **Select user role** window, or via **User roles | Standard user roles | Alignment Specialist** on the resource bar.

For the purposes of the **Alignment Specialist** user role, the same view is used in the source and target language windows. In addition, the markups are displayed in full in both windows. We recommend that this setting not be changed. Transit will still carry out the alignment properly if the settings for the two languages are not the same; however, such a view may be confusing.

“Alignment” tab The **Alignment** tab offers the following functions for alignment projects:



	Function	Meaning
Alignment group	On/Off	Starts and ends the alignment.
	Recalculate	recalculates all segments after the currently selected segment (cursor position). This function is useful if you have joined, moved or deleted a large number of segments.
	Settings	Contains the alignment settings and coefficients.
Navigate group	Change proposals	Means that also change proposals are searched for when navigating through the alignment project.
	Probability	Determines the maximum probability of match of segments which are searched for while navigating the alignment project.
	Previous / Next	Moves the cursor to the previous or next segment to be checked with the selected probability of match.
Confirm proposal group	File	Confirms the alignment proposed by Transit for the whole file.
	To cursor	Confirms all proposals from Transit, including change proposals, up to the current cursor position.
Segments group	Join	Joins the active segment to the next segment.
	Split	Splits the segment at the current cursor position.
	Delete	Deletes the active segment.
	Insert	Inserts a segment above the active segment.
	Empty	Deletes the target text without deleting the segment in question. This function is useful for multilingual alignment projects.
Confirm segment numbers group	Confirm	Confirms that the selected manually edited segment is aligned. This function is useful if you have joined or deleted segments.
	File	Confirms all segment numbers, including the manual changes, for the whole file. No Transit change proposals are implemented.

Functions in the **Alignment** tab

Function	Meaning
To cursor	Confirms all segment numbers, including changes by the user, up to the current cursor position. No Transit change proposals are implemented.

Functions in the **Alignment** tab (cont.)

When confirming using **Confirm segment numbers | To cursor** please note that all segments above the active segment which have not yet been confirmed will now be confirmed. Transit change proposals will not be considered.

If Transit has suggested that two segments be joined, for example, and marked this accordingly, selecting **Confirm segment numbers | To cursor** will discard this proposal. The two segments will not be joined and the alignment may be carried out incorrectly. In this case, you should use the **Confirm proposal | To cursor** option.

Starting alignment mode



Do not open files globally for alignment

The alignment mode can only be started if you open each file in a separate window. If opened globally (e.g. several files in one window) there would be a risk that you join segments from different files.

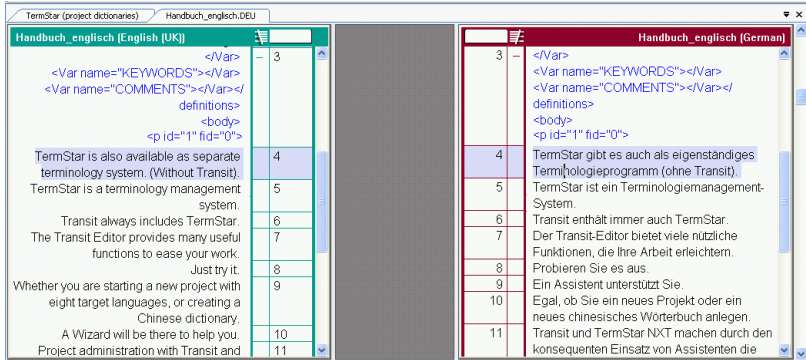
How do I start the alignment mode?

1. Open the alignment project and the language pair you wish to align.
If you are opening more than one language pair, select the **Open in separate windows** option in the **Open language pairs** window.
2. Position the cursor in the target language window.
3. Select **Alignment | Alignment | On/Off**.

Transit calculates the probability that the segments match, and suggests either to confirm or to correct the alignment (e.g. to delete, insert or join segments).

You can now check and correct the proposals (» [Checking and correcting proposals](#), page 330).

Areas of the alignment editor

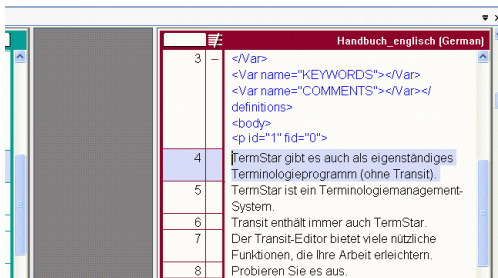


Areas of the alignment editor

- On the left is the source language file. The segment numbers and segment status are displayed in the right-hand column of the source language area.
- On the right is the target language file. The segment numbers and segment status are displayed in the left-hand column of the target language area.
- In the middle is the alignment area.

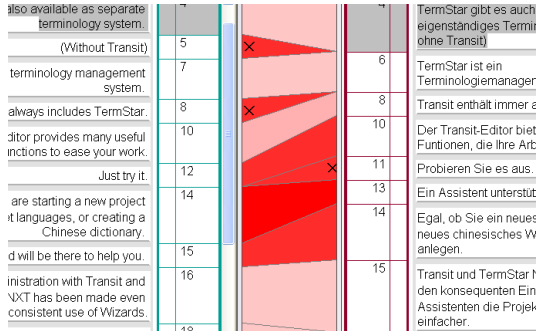
Scroll bars of the alignment editor

On the right-hand side of the source and target language windows is a scroll bar. These scroll bars only move the source or target window individually. On the right-hand side of the editor is another scroll bar. This scroll bar moves the two windows simultaneously.



Scroll bars in the alignment editor

Alignment proposals When you start an alignment, Transit calculates the probability of a match between the various segments and indicates this using different colours.



Colour-grading indicating the likelihood of a match

- Red: The alignment of these segments still needs to be confirmed. The brighter the red, the more likely the source and target language segments belong together. You should therefore check segments with intense red colour particularly carefully.
- White: The alignment of these segments has already been confirmed.
- Grey: The probability for these segments has not yet been calculated.

In addition, the alignment area shows proposals on how the alignment should be changed (» [Display of alignment and change proposals](#), page 333).

Checking and correcting proposals

Transit either suggests a segment to be confirmed without changes makes change proposals (e.g. to delete, insert, or join segments).



Alignment proposals need to be confirmed

Alignment is not yet concluded after the automatic calculation. You have to confirm the alignment and change proposals that Transit has calculated and correct them beforehand if required.

Moving around in the alignment project You have to check the individual segments or segment blocks of your language pairs before confirmation. To do so, you can move the cursor around the language pair using keyboard shortcuts or ribbon bar icons:

Function	Ribbon bar	Key/Keyboard shortcut
To the next segment; segment numbers are synchronised	-	PLUS (numeric keypad)
To the previous segment; segment numbers are synchronised	-	MINUS (numeric keypad)
To the next segment which has the set alignment probability or lower or which has a change proposal	Alignment Navigate Next, Change proposals option selected	
To the previous segment which has the set alignment probability or lower or which has a change proposal	Alignment Navigate Previous, Change proposals option selected	
To the next segment which has the set alignment probability or lower	Alignment Navigate Next, Change proposals option <u>not</u> selected	ALT+PLUS (numeric keypad)
To the previous segment which has the set alignment probability or lower	Alignment Navigate Previous, Change proposals option <u>not</u> selected	ALT+MINUS (numeric keypad)
To the next segment which has a change proposal		CTRL+PLUS (numeric keypad)
To the previous segment which has a change proposal		CTRL+MINUS (numeric keypad)

Moving around the language pair

If your computer does not have a numeric keypad, you can use the function keys F1 and F2 instead of MINUS and PLUS (» [Alternative for PLUS/MINUS \(numeric keypad\): F1/F2 keys](#), page 434).

Use the scroll bars to scroll in the windows and use the mouse to place the cursor in the desired segment (» [Scroll bars of the alignment editor](#), page 329).

Checking alignment proposals Place the cursor in the first segment of the target language file. A source language segment is linked to each target language segment (» [Alignment proposals](#), page 330). Check whether the source language segment matches the current target language segment. If it does, you have the following options:

- Confirm the current segment (» [Confirming alignment and change proposals](#), page 332). Here, Transit moves the cursor automatically to the next segment where the alignment has not yet been confirmed.
- Use ALT + PLUS to move the cursor to the next segment without confirming the current segment. In this way, you can check a number of segments in succession and from time to time confirm the entire block (» [Confirming alignment and change proposals](#), page 332).

Make sure that you have confirmed all the segments. Otherwise the alignment is not concluded and there is a risk that segments are not correctly assigned to one another.



At a glance: Red alignment area = incomplete alignment

You can recognise an incomplete alignment by the fact that the coloured marking for linked segments in the alignment area is still dark red to bright red! It only when the entire alignment area shows connection lines and is white that the alignment is concluded.

Once you have confirmed an alignment / change proposal, Transit, changes the coloured marking from red to white and assigns the `Alignment checked` status.

Confirming alignment and change proposals

You have the following options for confirming segments:

- You can check the entire document without having to confirm each segment along the way. Using the option **Confirm proposal | File** means that all alignment proposals offered by Transit, including change proposals, will be implemented. Each segment is automatically confirmed and given the status `Alignment checked` (» [Segment status after confirming aligned segments](#), page 338).
- Alternatively, by selecting **Confirm proposal | To cursor**, it is also possible to go through the document, confirming alignment proposals en masse, including change proposals. This confirms the segments up to and including the active segment and implements the associated change proposals.

Confirming manual changes

If you do not wish to accept the alignment proposal or change proposal provided by Transit, you will have to make changes manually.

How do I make changes manually?

1. Place the cursor in the segment above the segment which you wish to change manually.
If multiple segments are affected by the manual change because, for instance, you have changed the order of the segments or split or joined segments, place the cursor above the first segment which you wish to change manually.
2. Select **Confirm proposal | To cursor**.
This confirms all alignment proposals and change proposals in the current segment and those above the active segment.
3. Make the necessary changes (» [Making and confirming manual changes](#), page 335).
4. Then place the cursor in the segment whose alignment has been manually modified.
If multiple segments were affected by the manual change, place the cursor in the last of the affected segments.
5. Confirm the manual alignment with **Confirm segment numbers | To cursor**.

If you would like to accept your manual changes for the whole language pair, use the option **Confirm segment numbers** | **File**.



“Confirm segment numbers” functions ignore alignment proposals

If you use one of the options from the **Confirm segment numbers** group, change proposals offered by Transit will not be implemented.

Display of alignment and change proposals

Transit displays alignment proposals and change proposals as follows:

- Transit alignment proposals (segments with no change proposals):

is also available as ogy system (without Transit).	4		4	TermStar gibt es al eigenständiges Ter ohne Transit).
tar is a terminology anagement system.	5		5	TermStar ist ein Terminologiemanag
includes TermStar.	6		6	Transit enthält imm

An alignment segment with no change proposal

In these three segments, Transit has not suggested any changes. If you would like to confirm the segments without making any changes, proceed as follows:

- Place the cursor in the final of the three segments.
- **Confirm proposal** | **To cursor**: Transit confirms all segments up to and including the current cursor position without making any changes. If there are segments above the current cursor position for which Transit is proposing changes, these changes will now be implemented, and the corresponding segments confirmed.

- Deleting segments in the target window:

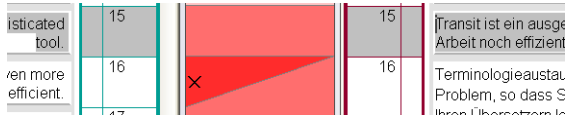
nslation easy.				Memory System.
islates the text nslation, i.e. it aves you time.	19		18	Es macht das Übe leicht.
sophisticated	21		20	Transit übersetzt c mit Ihrer alten Übe

Deleting target language segments

Transit suggests that the current target language segment be deleted so that subsequent segments can be aligned correctly.

- **Confirm proposal** | **To cursor**: Transit deletes the active target segment. At the same time, the segments above this segment are confirmed.
- If, rather than deleting the segment, you wish to join it with the next segment, select **Segments** | **Join**, and then **Segments** | **Confirm**: Transit will join the active target segment with the next segment and then confirm this alignment.

- Deleting segments in the source window:

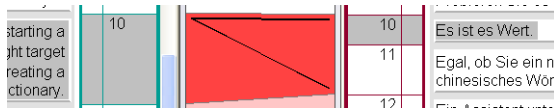


Deleting source language segments

Transit suggests that a source language segment be deleted so that subsequent segments can be aligned correctly.

- **Confirm proposal | To cursor:** Transit inserts an empty segment in the target file and aligns it with the active source language segment. This means that the additional segment in the source language has an empty equivalent in the target language. Since Transit does not use segments for pretranslation where the target language is empty, this does not pose a risk. At the same time, the segments above this segment are confirmed.

- Joining segments in the target window:



Joining target language segments

Transit suggests that two target language segments be joined so that subsequent segments can be aligned correctly.

- **Confirm proposal | To cursor:** Transit joins the active target language segment with the next segment, as per its change proposal. At the same time, the segments above this segment are confirmed.
- If, rather than joining the active segment to the next segment, you wish to delete it, because it does not exist in the source text, select Segments | Delete and then Segments | Confirm.

Making and confirming manual changes

If you want to modify the alignment of a segment manually, instead of accepting an alignment proposal or change proposal, the following functions are available:

- Moving a segment (» [page 335](#))
- Deleting segments (» [page 336](#))
- Inserting a segment (» [page 337](#))
- Splitting a segment (» [page 337](#))
- Joining segments (» [page 337](#))
- Virtual segment joining (» [page 337](#))
- Emptying segments (» [page 337](#))
- Confirming a segment (» [page 338](#))

After each change, the alignment of the subsequent segments is recalculated and displayed.

Moving a segment You can move segments if the order of the segments differs between the source and target language since they were translated in a different order.

Whether you are starting a new project with eight target languages, or creating a Chinese dictionary.	9		9	Ein Assistent unterstützt Sie.
A Wizard will be there to help you...	10		10	Egal, ob Sie ein neues Projekt oder ein neues chinesisches Wörterbuch anlegen.
Project administration with Transit and TermStar NXT has been made even easier with the consistent use of Wizards.	11		11	Transit und TermStar NXT machen durch den konsequenten Einsatz von Assistenten die Projektverwaltung noch einfacher.

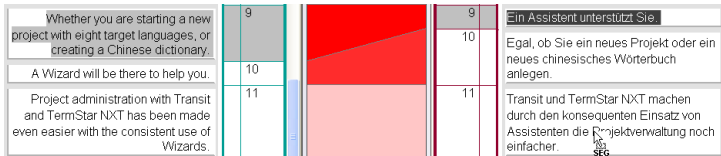
Example: The order of the first segment (Ein Assistent...) and the second segment (Egal, ob Sie...) is reversed in the German translation. Positioned correctly, the first German segment should come before the third segment (Transit und TermStar...).

How do I move a segment?

1. Press and hold the ALT key and right-click the segment that you want to move. Transit displays the mouse pointer with SEG.



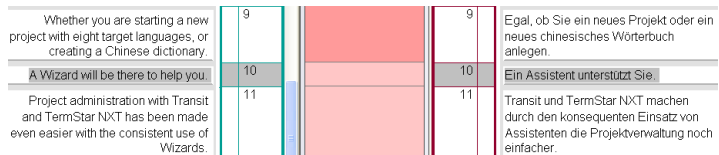
- With the ALT key pressed, use the right mouse button to move the cursor to the segment in front of which you want to insert the moved segment. Then release the ALT key and right mouse button.



Moving a segment in front of another segment

Transit moves the segment in front of the segment in which you released the ALT key and the right-hand mouse button.

Transit has changed the order - the source and target language segments are now correctly assigned.



Correct order of segments after moving



Changing of the segment number when a segment is moved

Transit automatically changes the numbering of the segment which has been moved, and any subsequent segments.

Please ensure that a source language segment and its target language equivalent have the same segment number. If this is not the case, a segment has been incorrectly assigned somewhere above the current segment and the alignment is not correct.

Deleting segments

You will need to delete a segment if it does not exist in the other language-pair file.

How do I delete a segment?

- Place the cursor in the segment you would like to delete.
- Select **Segments | Delete**.

How do I delete multiple segments?

- Highlight the segments which you wish to delete, with the cursor.
- Select **Segments | Delete**.

- Inserting a segment** **How do I insert a segment?**
1. Place the cursor in the segment above which you would like to insert a new segment. Transit always inserts the empty segment above the active segment.
 2. Select **Segments | Insert**.

- Splitting a segment** **How do I split a segment?**
1. Place the cursor in the segment and at the precise position where you would like to split the segment.
 2. Select **Segments | Split**.

- Joining segments** **How do I join two segments?**
1. Place the cursor in the former of the two segments you would like to join. Transit always joins a segment with the next segment.
 2. Select **Segments | Join**.

Virtual segment joining For alignment projects with multiple target languages, it may be necessary to join two target language segments. This may be the case if it would make more sense to combine the statement made across two sentences in the source language as a single sentence in a particular target language.

To achieve this, the option **Virtual segment join** is available. This virtually joins the segments in the source language; the corresponding segments in the target language are actually joined together.

This option is only available via the context menu in the target language pane, and can be undone again if required.

How do I virtually join two source language segments?

1. Right-click the upper of the two target language segments to be joined
2. In the context menu, select **Virtual segment join**.

Emptying segments You can empty a segment if you want to delete the text from the segment, while retaining the segment itself (perhaps so the source language document is not altered in a multilingual project).

How do I empty a segment?

1. Place the cursor in the segment you would like to empty.
2. Select **Segments | Empty**.

How do I empty multiple segments?

1. Highlight the segments which you wish to empty, with the cursor.
2. Select **Segments | Empty**.

Confirming a segment

How do I confirm a segment joining or deleting?

1. Place the cursor in the segment you would like to confirm.
2. Select **Segments | Confirm**.



Manual alignment must be confirmed via “Confirm segment numbers”

If you wish to align a segment manually and not accept the alignment proposal or change proposal, you must confirm the alignment using one of the options in the **Confirm segment numbers** group.



Segment status after confirming aligned segments

The current status of a segment is displayed in the status bar. The following statuses can be given:

- **Alignment checked:** The segment has been confirmed.
- **Checked 2:** The segment is a markup segment and did not need to be checked.

Having performed a format check, you can assign other statuses which should always be used after alignment is complete (» [Quality assurance after alignment](#), page 338).

Quality assurance after alignment

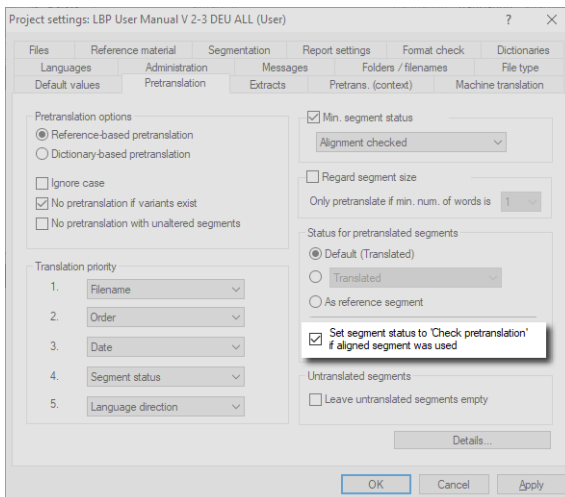
When Transit has completed the alignment, you should carry out quality assurance. The following functions can be used for quality assurance purposes:

- **Review | Format check | Start** in the ribbon bar
Among other things, this allows you to check and adjust markups (» [Format check](#), page 266).
- Proofreading printout with segments arranged in pairs
Print out the language files in pairs. In this way, you can determine whether the segments are properly aligned with one other (» [Printing out Transit files for proofreading](#), page 297).

Now you can use these language pairs as reference material for future translation projects.

Pretranslation using aligned reference material

When you use the aligned language pairs as reference material for translation projects, you can use the following setting for pretranslation (» [“Pretranslation” project settings](#), page 109):



Set segment status to 'Check pretranslation' if aligned segment was used: If you select this option, Transit will assign segments which were pretranslated using aligned reference material the status `Check pretranslation`. If the option is not selected, such segments will be given the status `Translated`.

10 Machine alignment

What is "machine alignment"?

If you have significant volumes of old data, interactive alignment can be a laborious process (» [Interactive alignment](#), page 318). As an alternative, you can generate reference material from these documents using *machine alignment*, which requires no manual input.

With machine alignment, the source text is machine-translated. The machine translation serves as an additional criterion for aligning segments – in addition to the criteria for interactive alignment which remain in effect.



Optional function "Import MT" required

For machine alignment, Transit accesses MT systems to generate machine translations during project import and use them to assign segments.

Accessing MT systems when importing the project is an optional function in Transit. If you want to enable Transit to use an MT system as Import MT, contact the STAR Group (» [Contact](#), page 2).



This machine translation is not added to the reference material

With machine alignment, the machine translation is used exclusively to correctly align the segments to the translated original document.

The reference material that is generated from the alignment only contains the translations from your original documents and does not include any machine translations.

Example:

	Original document in German	Original document in English
1.	Sie setzen bisher noch kein Translation Memory System ein, haben aber viele Übersetzungen, die Sie in Transit nutzen wollen:	You have not used any translation memory systems so far, but you have many translations that you would like to use in Transit:
2.	● Produktflyer in 7 Sprachen	● product flyers in 7 languages
3.	● Eine spanische Version der Gebrauchsanleitung für die Lieferung nach Übersee	● a translated PowerPoint presentation for the trade show in Italy
4.	● Eine übersetzte PowerPoint-Präsentation für die Messe in Italien	● a Spanish version of the instruction manual for overseas delivery

Example: Asynchronous original documents

Original document in German	Original document in English
5. Mit dem integrierten Alignment-Tool verwandelt Transit Ihre wertvollen Übersetzungen in Translation Memory, das sofort für Ihre Übersetzungsprojekte genutzt werden kann.	Using its integrated alignment tool, Transit converts your valuable translations into a translation memory.
6.	You can start using it for translation projects immediately.

Example: Asynchronous original documents

- In the English document, the order of two of the bullet points has been reversed. The machine alignment process automatically adjusts the order to that of the target language. With interactive alignment, you would have to move English segment 4 yourself.
- The last sentence in the German document has been translated as two sentences; the English therefore contains an additional segment. Machine alignment automatically joins English segments 5 and 6 together. With interactive alignment, you would have to carry out this step manually.

With the help of the machine translation, Transit can recognise where segments should be joined together, reordered or even deleted:

Original document in German	Machine translation (English)	Aligned segments from the original English document
1. Sie setzen bisher noch kein Translation Memory System ein, haben aber viele Übersetzungen, die Sie in Transit nutzen wollen:	You do not yet use a translation memory system, but have many translations that you want to use in Transit:	You have not used any translation memory systems so far, but you have many translations that you would like to use in Transit:
2. Produktflyer in 7 Sprachen	Product flyer in 7 languages	product flyers in 7 languages
3. Eine spanische Version der Gebrauchsanleitung für die Lieferung nach Übersee	A Spanish version of the manual for overseas delivery	a Spanish version of the instruction manual for overseas delivery
4. Eine übersetzte PowerPoint-Präsentation für die Messe in Italien	A translated PowerPoint presentation for the exhibition in Italy	a translated PowerPoint presentation for the trade show in Italy
5. Mit dem integrierten Alignment-Tool verwandelt Transit Ihre wertvollen Übersetzungen in Translation Memory, das sofort für Ihre Übersetzungsprojekte genutzt werden kann.	With the integrated alignment tool, Transit transforms your valuable translations into translation memory that can be used immediately for your translation projects.	Using its integrated alignment tool, Transit converts your valuable translations into a translation memory. You can start using it for translation projects immediately.

Example: Thanks to the machine translation, the English segments are rearranged into the correct order or joined together.

Thanks to the machine translation, Transit recognises that the content of German segment 3 corresponds to English segment 4 and vice versa. Transit corrects the order of the English segments accordingly.

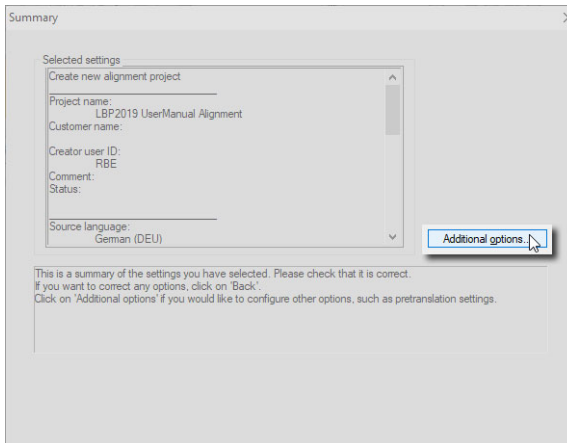
Transit also recognises that the content of German segment 5 corresponds to English segments 5 and 6. Transit therefore joins these two English segments into a single target segment.

Creating a project for machine alignment

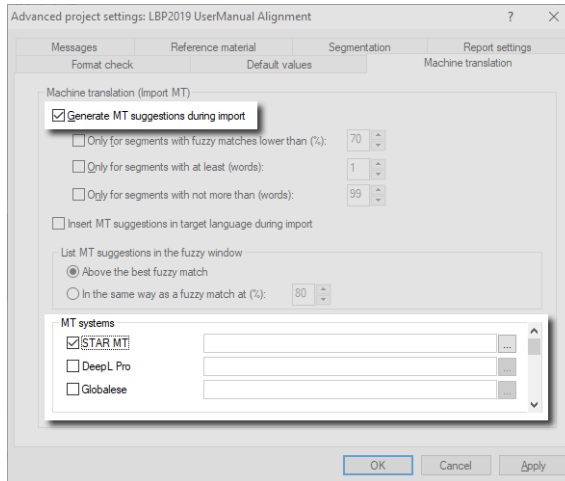
To use machine alignment, select the same projects settings as for interactive alignment. In addition, you have to configure the settings for machine translation.

How do I create a project for machine alignment?

1. Create an alignment project (» [Creating an alignment project](#), page 319).
2. At the end of the process, click **Additional options** in the **Summary** window:



- Switch to the **Machine translation** tab and configure the settings:



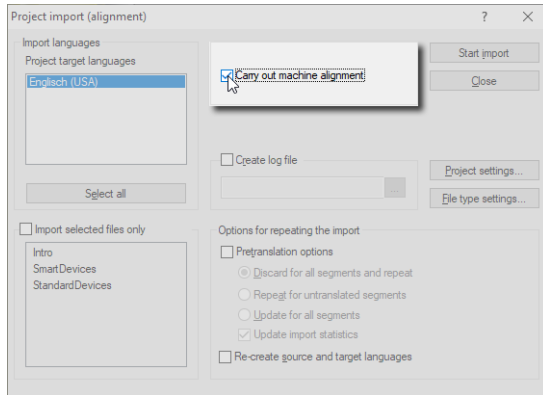
- Select **Generate MT suggestions during import**.
 - Under **MT systems**, decide which system you want to use and specify this in the settings.
 - Confirm the settings by clicking **OK**.
- Confirm the summary by clicking **Finish**.

You can now import the project and therefore carry out machine alignment (» [Carrying out machine alignment](#), page 344)

Carrying out machine alignment Machine alignment is carried out during the import process.

1. Select **Project | Processing | Import**.

Transit displays the following window:



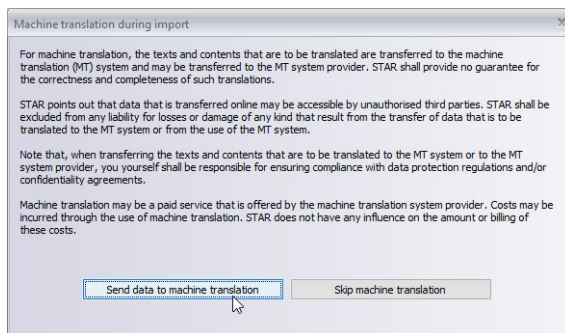
2. Select **Carry out machine alignment**.

If this option is not active, you have either not selected machine translation or not selected an MT system in the **Machine translation** project setting (» [step 3](#), page 343).

You can find detailed information about other import options in the » [Performing an import](#), page 61.

3. Click **Start import**.

Transit displays a message indicating that the data is being transferred for machine translation.



4. Click **Send data to machine translation**.

Transit imports the source and target language files, requests machine translations and carries out the machine alignment.

The machine-aligned segments receive the `Alignment checked` status. Target language segments that Transit is unable to align are left empty (e.g. due to very asynchronous content or very free translations). Transit does this to prevent these segments being used during pretranslation or as fuzzy matches.

You can then use the language pairs of the project as reference material ([» Pretranslation using aligned reference material](#), page 339).

11 Customising the Transit working environment

- Overview
- User preferences ([» page 347](#))
 - Customising the Quick Access Toolbar ([» page 372](#))
 - Customising the Project Browser ([» page 375](#))
 - Managing project templates ([» page 379](#))
 - Changing the default settings for new projects ([» page 384](#))
 - Customising and creating report options ([» page 386](#))
 - Customising font mappings ([» page 396](#))
 - Creating and customising pretranslation exceptions ([» page 399](#))
 - Customising the Transit editor ([» page 402](#))
 - Floating windows in the Transit toolbar ([» page 410](#))
 - Working with views ([» page 415](#))
 - Managing window layouts ([» page 417](#))
 - Customising the TermStar window ([» page 419](#))
 - Customising alignment settings and coefficients ([» page 422](#))

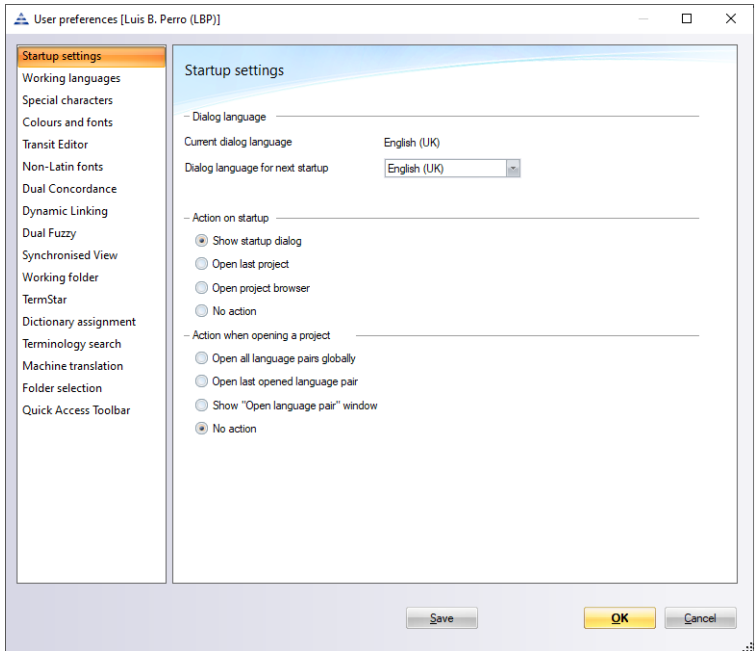
In the [» Transit/TermStar Reference Guide](#), you can find further customisation possibilities for advanced users.

User preferences

Overview Independent of the selected user role and the current project, Transit gives you a range of settings which can be customised to suit your general way of working. You can configure settings either by selecting **Transit** symbol | **User preferences** or via the ribbon bar:

- Startup settings (» [page 348](#))
- User preferences for preferred working languages (» [page 349](#))
- User preferences for displaying special characters (» [page 351](#))
- User preferences for colours and display fonts (» [page 352](#))
- User preferences for the Transit editor (» [page 353](#))
- User preferences for non-Latin fonts (» [page 355](#))
- User preferences for dual concordance search (» [page 356](#))
- User preferences for Dynamic Linking (» [page 358](#))
- User preferences for dual fuzzy search (» [page 359](#))
- User preferences for synchronised views (» [page 362](#))
- User preferences for working folders (scope and folder hierarchy) (» [page 363](#))
- User preferences for TermStar and terminology display (» [TermStar User Guide](#))
- User preferences for customer-specific dictionary assignment (» [page 364](#))
- **User preferences for terminology search (» [page 365](#))**
- **User preferences for Editor MT (» [page 367](#))**
- User preferences for folder selection (» [page 369](#))
- Specifying how Transit should paste text (» [page 370](#))
- Spellcheck settings (» [page 251](#))
- Activating automatic backup copies (» [page 371](#))
- Activating/deactivating signal sounds (» [page 371](#))
- Customising the TermStar window (» [page 419](#))
- Switching editor views (» [page 415](#))
- Managing window layouts (» [page 417](#))

Startup settings In the startup settings you can specify the following:



- **Dialog language** section: Dialog language that Transit uses after the next startup.
- **Action on startup** section: Action which Transit automatically performs during startup:
 - **Show startup dialog**: Transit displays the startup dialog where you can select from different actions (e.g. opening the Project Browser, unpacking a project, creating a project, etc.).
 - **Open last project**: Transit opens the last opened project.
 - **Open Project Browser**: Transit opens the Project Browser (» [Project Browser](#), page 34).
 - **No action**: Transit does not perform a specific action.

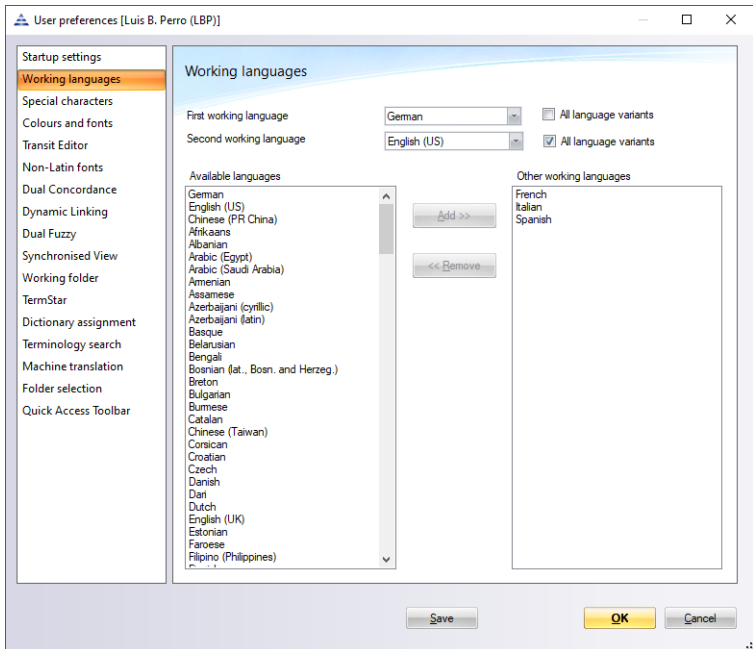
- **Action when opening a project** section: Action which Transit automatically performs when opening a project:
 - **Open all language pairs globally:** Transit opens all language pairs of the project and displays them in one window. You can translate and process the language pairs as if they were just one file.
 - **Open last opened language pair:** Transit opens the language pair that you last opened in this project.
 - **Show "Open language pair" window:** Transit displays the window in which you can select which language pairs are to be opened (» [Opening language pairs](#), page 144).
 - **No action:** Transit does not perform a specific action.

You must first close and then restart Transit for a change of these settings to become effective.

User preferences for preferred working languages

In the user preferences for working languages you can specify the languages into which you primarily translate.

If you open a project with multiple target languages, Transit automatically selects a preferred working language as the current target language. In this way, you do not have to select "your" language from the list of all the target languages in the project.

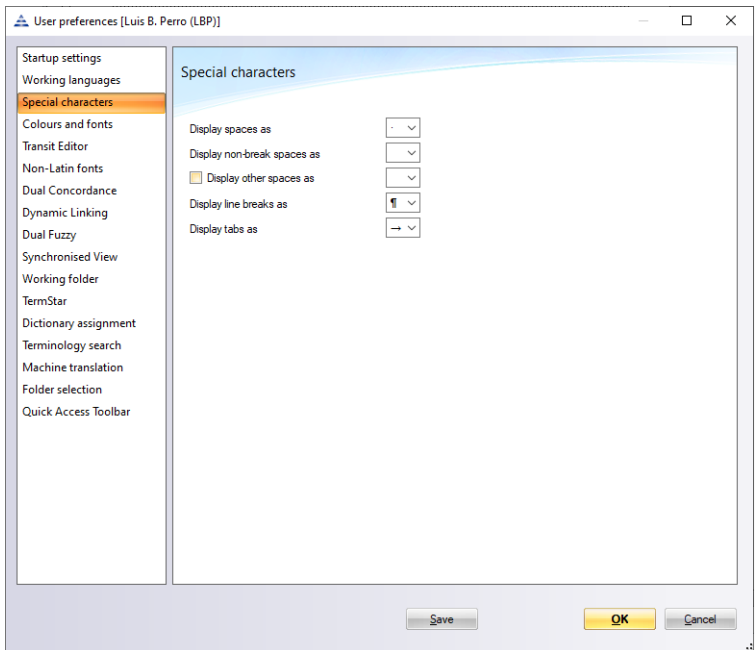


You can specify the following:

- **First working language:** Transit automatically selects this language as the current target language provided that the language is a target language in the project.
With **All language variants**, Transit takes into account all language variants of the first working language.
- **Second working language:** Here you can specify another preferred working language. This language is used if the first working language is not a target language in the project.
With **All language variants**, Transit takes into account all language variants of the second working language.
- **Other working languages:** Here you can specify additional preferred working languages. These languages are used if neither the first nor the second working language are target languages in the project.
 - To specify additional working languages, select the languages from the **Available languages** list and click **Add**.
 - If you no longer want to use languages as additional working languages, select the languages from the **Other working languages** list and click **Remove**.

User preferences
for displaying
special characters

In the user preferences for special characters you can specify how Transit displays special characters in the editor.



You can specify the following:

- **Display spaces as:** Character used to display spaces.
- **Display non-break spaces as:** Character used to display non-breaking spaces.
- **Display other spaces as:** Character used to display special spaces (e.g. spaces with a fixed width such as “*m-spaces*”, “*thin spaces*” etc.)

For the other spaces, you must also check the **Display other spaces as** option so that the selected character is used.

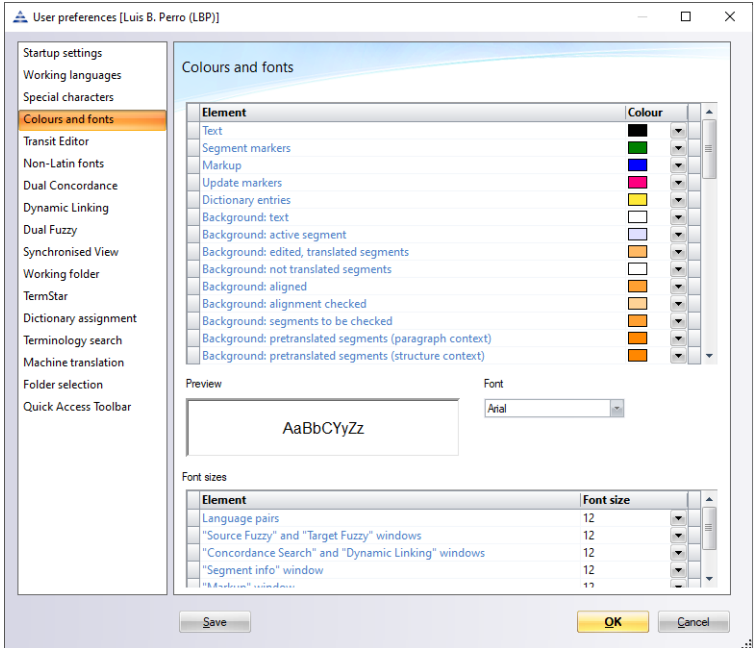
- **Display line breaks as:** Character used to display line breaks (i.e. “*soft returns*”).
- **Display tabs as:** Character used to display tab characters.



Display of special characters must be activated

For Transit to display the selected characters, the **Special characters** option must be selected under **View | Text/Markups** (» [Determining the appearance of text](#), page 408).

User preferences for colours and fonts and display fonts In the user preferences for colours and fonts you can specify which font and font sizes are used to display text. You can also specify which colours are used in the Transit editor and to indicate segment statuses in exported documents.



You can specify the following:

- Upper table: Colours used to display text and backgrounds.
 - Colours for text and contents of language pairs (text, segment markers, markups, dictionary entries, etc.)
 - Colours for different segment statuses and text types
 - Export font colours for exported documents
 - Colours for differences in fuzzy matches
 - Colours for bidirectional text (» [Translating into R2L \(right-to-left\) languages](#), page 245)

To change a colour, click on the triangle to the right of the colour in the corresponding line.

- **Font:** Font used to display text.

For languages with characters which cannot be displayed in the font selected, Transit automatically uses another suitable font (e.g. for Arabic, Chinese, or Japanese). However, you can specify alternative fonts for these languages (» [User](#)

[preferences for non-Latin fonts](#), page 355).

- **Font sizes** tables: Font sizes used to display various elements of the user interface.



For background colours, colour display must be selected.

For Transit to display the selected background colours, a corresponding option must be selected under **View | Segments | Colour | Segments** (» [Changing the appearance of segments and info column](#), page 403).



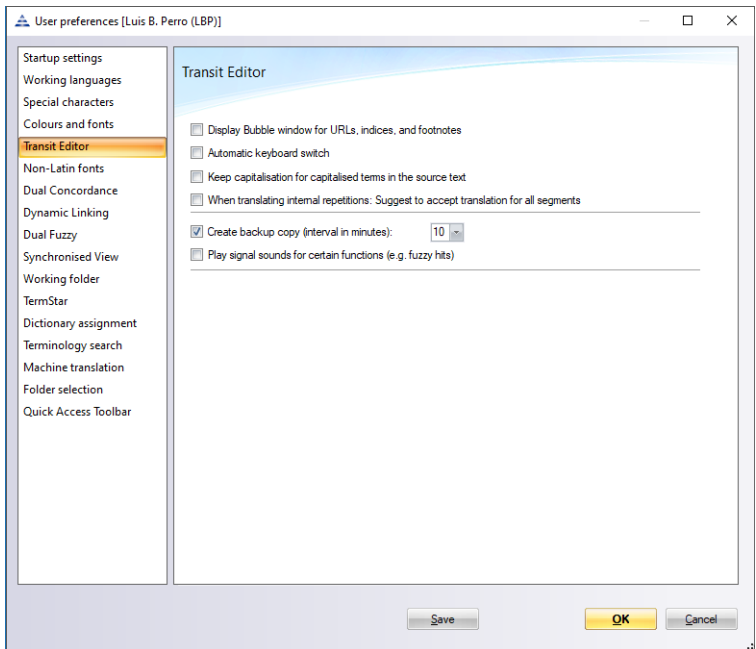
For export colours, the “Colour for segment status” export option must be activated.

Transit can format target language documents during export with font colours to indicate different segment statuses.

For Transit to format documents with the selected colours, the **Colour for segment status** option must be checked in the **Export project** window when exporting (» [step 3](#), page 69).

User preferences for the Transit editor

In the user preferences for the Transit editor you can specify different settings for the Transit editor.



You can specify the following:

- **Display Bubble window for URLs, indices, and footnotes**

This determines whether Transit automatically displays the URLs of hyperlinks and the content of indices and footnotes in a bubble window when you move the cursor to the markup of the reference (» [Working with footnotes and indices](#), page 178).

- **Automatic keyboard switch**

This determines whether Transit automatically adjusts the keyboard layout to the language edited. This option corresponds to the **Automatic keyboard switch** option under **Edit | Miscellaneous** (» [Selecting the keyboard layout](#), page 215).

- **Keep capitalisation for capitalised terms in the source text**

This determines whether Transit uses the case of the source language term when accepting a suggestion from the dictionary. This option corresponds to the **Keep source-term caps** option under **Edit | Miscellaneous** (» [Specifying how Transit should paste text](#), page 370).

- **When translating internal repetitions: Suggest to accept translation for all segments**

This determines whether Transit, when confirming an Internal Repetition, suggests to accept the translation for all segments with identical source language content.

- **Create backup copy (interval in minutes)**

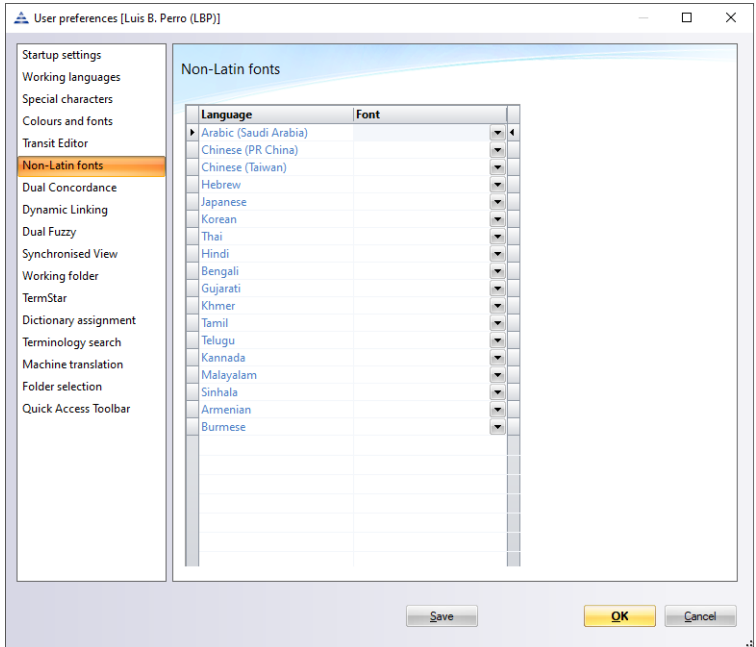
This determines whether Transit creates backup copies of the opened language pairs. Additionally, you can define the interval in which the backup copies are to be saved. This option corresponds to the **Backup copy** option under **Edit | Miscellaneous** (» [Activating automatic backup copies](#), page 371).

- **Play signal sounds for certain functions (e.g. fuzzy hits)**

This determines whether Transit plays signal sounds for certain functions (e.g. when searching for fuzzy hits). This option corresponds to the **Play signal sounds** option under **Edit | Miscellaneous** (» [Activating/deactivating signal sounds](#), page 371).

User preferences for non-Latin fonts For languages with characters that are not contained in the font selected in the “Colours and fonts” user preferences, Transit automatically uses another suitable font (e.g. for Arabic, Chinese, or Japanese).

However, in the user preferences for non-Latin fonts, you can specify alternative fonts for these languages.



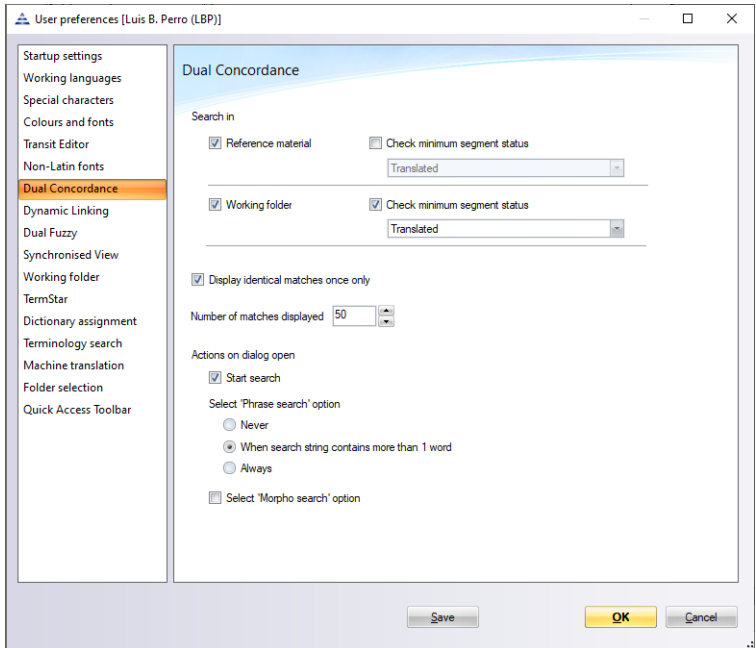
- **Language** column: Language to be displayed in the alternative font.
- **Font** column: Font used to display the language.

When selecting, make sure to select a suitable font that supports the characters of the language.

User preferences for dual concordance search, you can define which folders Transit should search and how the search results should be displayed. You can also predefine options for the search here.

for dual concordance search

You can also open these user preferences via the **Options** button in the **Dual Concordance** window (» [Dual Concordance search](#), page 232).



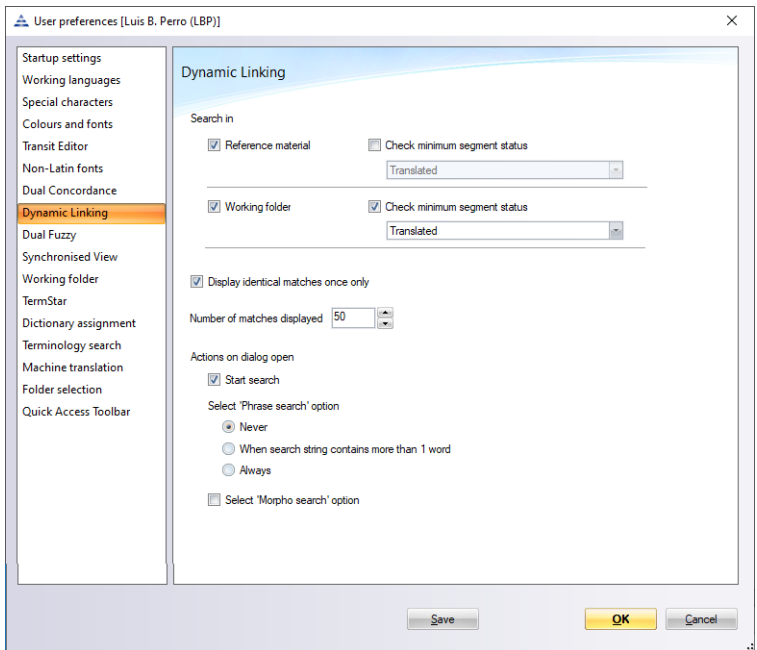
You can specify the following:

- **Search in ... Reference material:** Transit searches in the reference material of the project.
 - Check minimum segment status:** In the reference material, Transit will only take those segments into account which are of the status selected or higher.
 - In order to find translated segments only, select `Translated` as the minimum status.
 - If you are also using reference material created by alignment, we recommend `Alignment` checked as the minimum status (» [Interactive alignment](#), page 318).
 - If you uncheck the option, Transit searches in all reference segments and also finds untranslated segments.
- **Search in ... Working folder:** Transit searches in the language pairs located in the project working (including language pairs of the project which are not opened).

Check minimum segment status: In the working folder, Transit will only take those segments into account which are of the status selected or higher (analogous to the option for reference material).

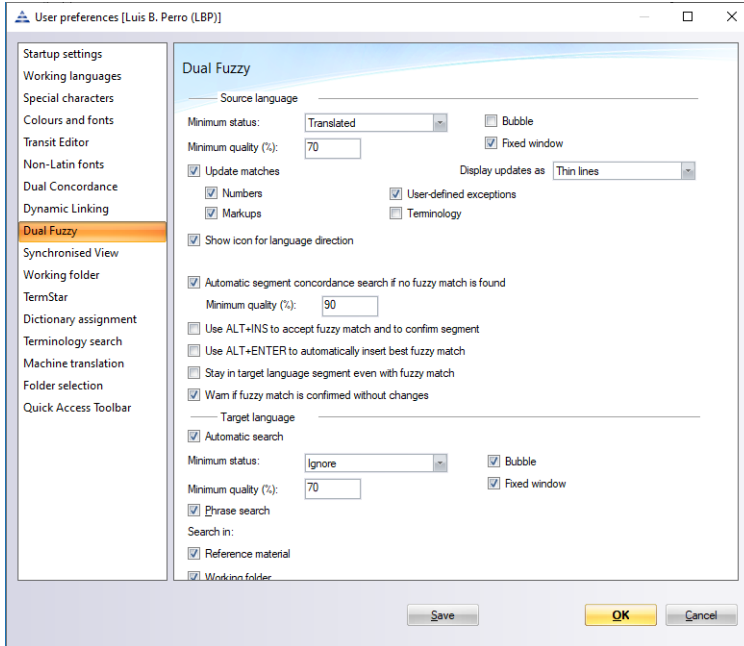
- **Display identical matches once only:** Transit only displays different matches. If several matches are identical, only one of the matches is displayed.
- **Number of matches displayed:** Number of matches that Transit displays at most. If Transit finds more matches, only matches with the highest similarity are displayed.
- **Start search:** If you call up the concordance search from the language pair, the search is started automatically when the window is opened. If this option is deselected, the search must be started actively (by clicking **Search**).
- **Select 'Phrase search' option:** Preselection for phrase search:
 - **Never:** Phrase search is not selected when the window is opened.
 - **When a search string contains more than 1 word:** When the window is opened, phrase search is selected if you call up the concordance search from the language pair and several words are selected.
 - **Always:** Phrase search is selected when the window is opened.
- **Select 'Morpho search' option:** Morphological search is selected when the window is opened.

User preferences for Dynamic Linking In the user preferences for Dynamic Linking, you can define which folders Transit should search and how the search results should be displayed.



You have the same options as for dual concordance search (» [User preferences for dual concordance search](#), page 356).

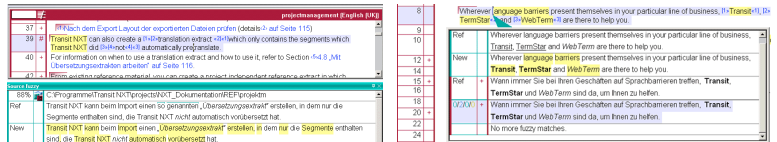
User preferences for dual fuzzy search In the user preferences for dual fuzzy search, you can define how the quality of fuzzy matches should be and how Transit should accept fuzzy matches. You can also open these user preferences via the **Dual fuzzy** button in the resource bar.



In the **Source language** section, you can specify the following:

- **Minimum status:** Transit will only take those segments into account which are of the status selected or higher (» [Working with segment statuses](#), page 193).
 - In order to display fuzzy matches from translated segments only, set the minimum status Translated.
 - If you are also using reference material created by alignment, we recommend `Alignment` checked as the minimum status (» [Interactive alignment](#), page 318).
 - If you select Ignore, Transit considers all segments and also displays untranslated fuzzy matches.
- **Minimum quality (%):** Transit only displays fuzzy matches that have at least the specified quality (= similarity).

- **Bubble and Fixed window:** Transit displays fuzzy matches in a bubble window or in the Fuzzy window:



Left: Fuzzy match in the fixed Fuzzy window (pinned or floating).
 Right: Fuzzy match in a bubble window (overlying the language pair)

- **Update matches:** Transit automatically adapts fuzzy matches to source language changes:
 - **Numbers:** Changed numbers in the source language segment are automatically transferred to the target language.
 - **Markups:** Changed markups in the source language segment are automatically transferred to the target language.
 - **User-defined exceptions:** Changed user-defined exceptions in the source language segment are automatically transferred to the target language.
 - **Terminology:** If a term has been replaced and the old and new terms are in the project dictionary, the dictionary translation of the new term is automatically transferred to the target language.

Example:

- Reference segment
 ENG: *There is a bird in the garden.*
 DEU: *Da ist ein Vogel im Garten.*
- Current segment
 ENG: *There is a raven in the garden.*
 DEU: *Da ist ein Rabe im Garten.*

The segments differ by the use of the word *bird* or *raven*. If project dictionary contains language entries for both concepts (*bird* = *Vogel* / *raven* = *Rabe*), Transit will use the dictionary translation *Rabe* for the new word *raven*.

- **Display updates as:** Display of differences between reference segment and current segment:
 - **Thin lines:** Differences are indicated by thin lines.
 - **Thick lines:** Differences are indicated by thick lines.
 - **Font colour:** Differences are indicated by different font colours. You can adjust these colours (» [User preferences for colours and display fonts](#), page 352).
- **Show icon for language direction:** In the Fuzzy window, Transit indicates the language direction of the reference segment by icons (» [Language direction of the reference segment](#), page 166).

- **Automatic segment concordance search if no fuzzy match is found:** Transit automatically starts the segment concordance search if no fuzzy match is found.
Minimum quality (%), Transit only displays segment concordance search matches that have at least the specified quality (= similarity).
- **Use ALT+INS to accept fuzzy match and to confirm segment as translated:** When using the ALT+INS shortcut in the Fuzzy window, Transit transfers the fuzzy match to the current segment and automatically confirms it as translated.
For segment concordance search matches, the shortcut is not supported until you have changed the matches in the Fuzzy window.
- **Use ALT+ENTER to automatically insert best fuzzy match:** When you request fuzzy matches with the ALT+INS shortcut in the target language window, Transit automatically inserts the best fuzzy match into the current segment.
- **Stay in target language window even if fuzzy match:** Transit does not switch to the fuzzy window if a fuzzy match was searched and found with ALT+INS.
- **Warn if fuzzy match is confirmed without changes:** Transit displays a message if you accept a fuzzy match and confirm the target language segment without changing it (does not apply to 100% matches).
By doing this, Transit prevents you from accidentally confirming the fuzzy match without having adapted it to match the current segment.

In the **Target language** section, you can specify the following:

- **Automatic search:** If no match is found in the source language, Transit automatically searches for similar target language texts in the reference material while you are entering translation.
- **Minimum status / Minimum quality (%) / Bubble / Fixed window:** Analogous to source language
- **Phrase search:** Transit searches the target language words in the exact order.
- **Search in ... Reference material:** Transit searches in the reference material of the project.
- **Search in ... Working folder:** Transit searches in the language pairs located in the project working (including language pairs of the project which are not opened).

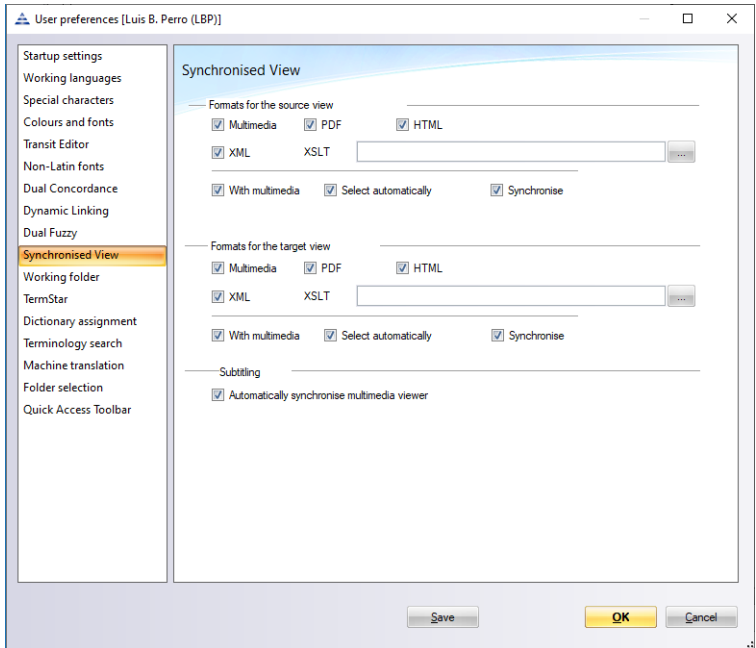


“Search in ...” only relevant for target language search

The **Search in ... reference material** and **... working folder** options are only relevant for the target language fuzzy matches.

The “normal” source language search for fuzzy matches always takes into account the reference material of the project and the language pairs in the working folder.

User preferences for synchronised views In the user preferences for synchronised views, you can define when and how a synchronised preview should be displayed. You can also open these user preferences via the **Synch. view** button in the resource bar.

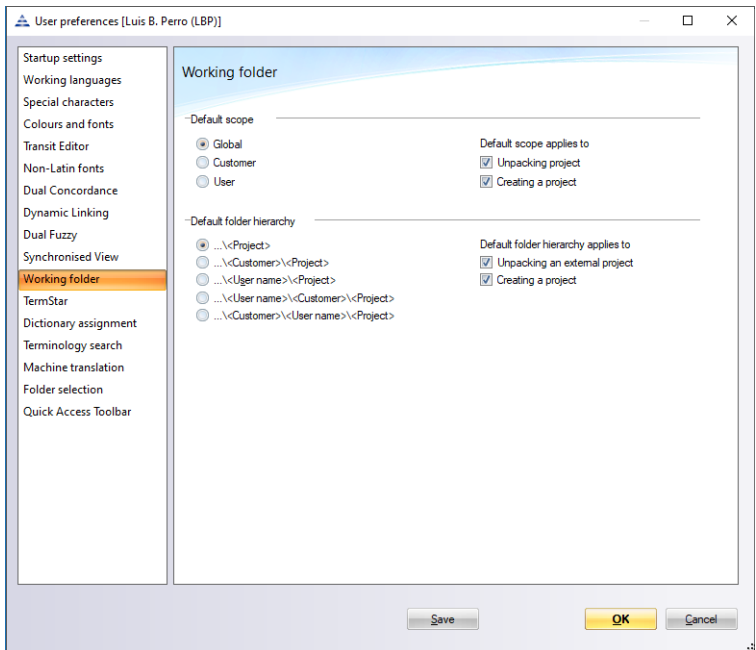


You can specify the following:

- **Formats for ...** section: Formats for which source language or target language views are to be displayed.
 - For XML, you can select an XSL file to transform the XML data for display.
 - **Synchronise**: Language pair and view are synchronised. When you navigate through the language pair, Transit automatically displays the corresponding position in the view.
- **Subtitling** section:
 - **Automatically synchronise multimedia viewer**: When translating subtitles, Transit automatically plays the corresponding video sequence when you place the cursor in the segment.

User preferences for working folders (scope and folder hierarchy)

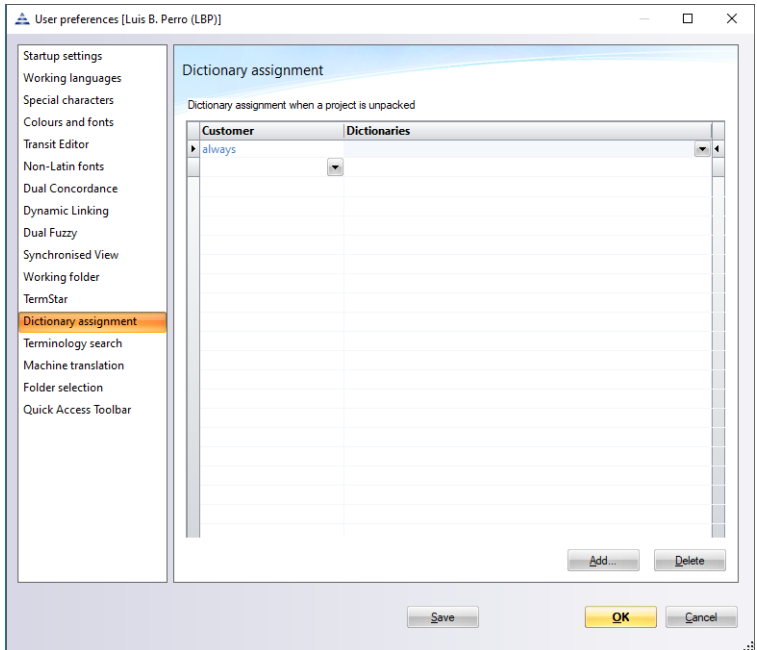
In the user preferences for working folders, you can specify default settings for the scope and folder hierarchy of new projects.



You can specify the following:

- **Default scope** section
 - **Global / Client / User:** Scope that is to be suggested (» [Scopes in Transit](#), page 28).
 - **Default scope applies to ...**
 - **Unpacking an external project:** Transit suggests the scope when you unpack projects (» [Unpacking a project](#), page 126).
 - **Creating a project:** Transit suggests the scope when you create projects (» [Creating a project](#), page 39).
- **Default folder hierarchy** section
 - Options on the left: Folder hierarchy that is to be suggested (» [Folder hierarchy](#), page 87).
 - **Default scope applies to ...**
 - **Unpacking an external project:** Transit suggests the scope when you unpack projects (» [Unpacking a project](#), page 126).
 - **Creating a project:** Transit suggests the scope when you create projects (» [Creating a project](#), page 39).

User preferences for customer-specific dictionary assignment You can specify on a customer-specific basis which dictionaries are added when unpacking projects.



You can specify the following:

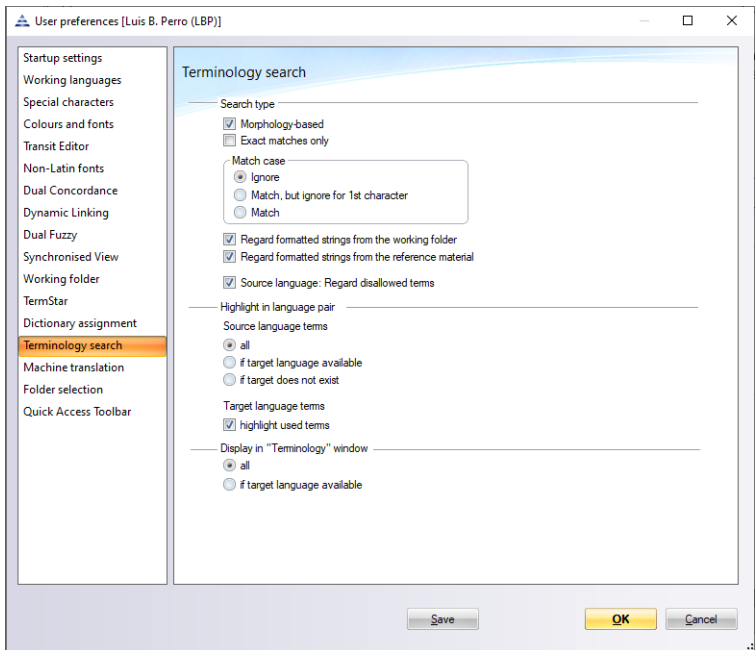
- **Customer** column: Customer to whose projects the dictionaries are added during unpacking.
- **Dictionaries** column: Dictionaries that are added to the customer's projects during unpacking.

Dictionaries in the **always** row are added to all projects (regardless of the customer).

To add a dictionary assignment, click **Add** and select the customer. Then click the arrow in the **Dictionaries** column and select the dictionaries.

To remove a dictionary assignment, select the corresponding row and click **Delete**.

User preferences for terminology search In the user preferences for terminology search you can specify how terminology is searched and displayed.



In the **Search type** section, you can specify the following:

- **Morphology-based:** Transit carries out a morphological search, i.e. all inflected forms of the search term are taken into account (including declined or conjugated forms).
- **Exact matches only:** Transit performs a search for terms which match the search term precisely.

This option excludes morphological search; the **Morphology-based** option is deselected.

- **Match case**
 - **Ignore:** Transit ignores differences in case.
 - **Match, but ignore for 1st character:** Transit ignores a difference in the case of the first character.
 - **Match:** Transit considers differences in case.
- **Regard formatted strings from the working folder:** Transit considers formatted word pairs in language pairs of the working order.

If the words are formatted in the same way in a source and target language segment (e.g. italic, bold or underlined), Transit displays these word pairs as additional terminology suggestions.

These suggestions are marked blue (instead of yellow) to distinguish them from terms from the dictionary.

- **Regard formatted strings from the reference material:** Transit considers formatted word pairs in the project's reference material (analogous to word pairs in the working folder).
- **Source language: Regard disallowed terms:** Transit also takes into account data records in which the source language word is contained as a disallowed term.
 - We recommend this option for original files with limited terminological quality.
 - In case of files with correct terminology we recommend to deselect this option.
- **Highlight in language pair:** Terms that should be highlighted in colour in the language pair.

Source language terms:

- **all:** All source language terms are highlighted.
- **if target language exists:** Source language terms will be highlighted only if they have target language terms in the dictionary.
- **if target language is missing:** Source language terms will be highlighted only if no target language terms exists.

Target language terms:

- **Highlight used terms:** Target language terms will be highlighted if they are included in the dictionary as a correct translation of the source term.

Disallowed target language terms will not be highlighted because they are no valid translations of source language terms.

In the **Display in “Terminology” window** section, you can specify which terms will be displayed in the **Terminology** window.

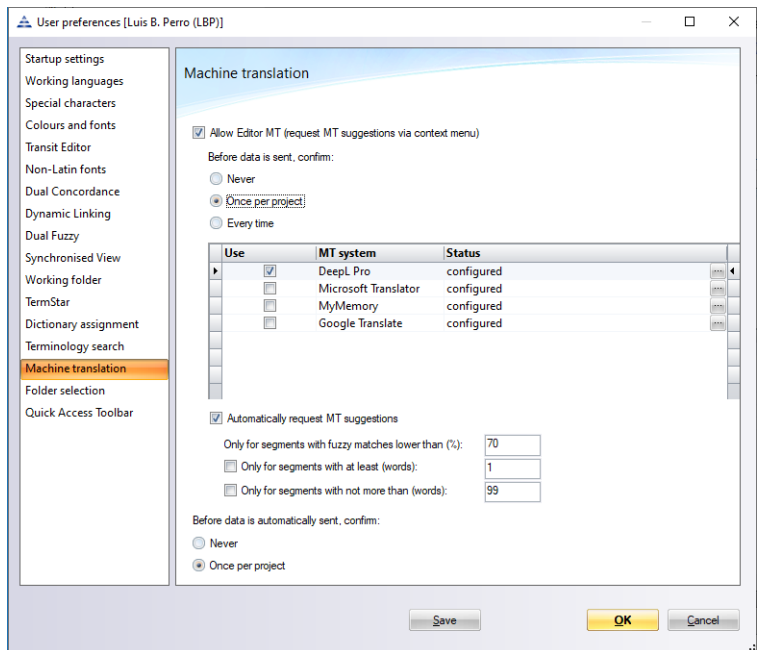
- **all:** All terms are displayed.
- **if target language exists:** Terms will be displayed only if there are translations for them in the currently selected language.

User preferences for Editor MT In the user preferences for Editor MT you can specify if you want to use *Editor MT* to request MT suggestions via the Transit editor.



Privacy policies, costs and quality when using machine translation

If you use machine translation, please note the information on » [Machine translation: Privacy policies, costs and quality](#), page 3.

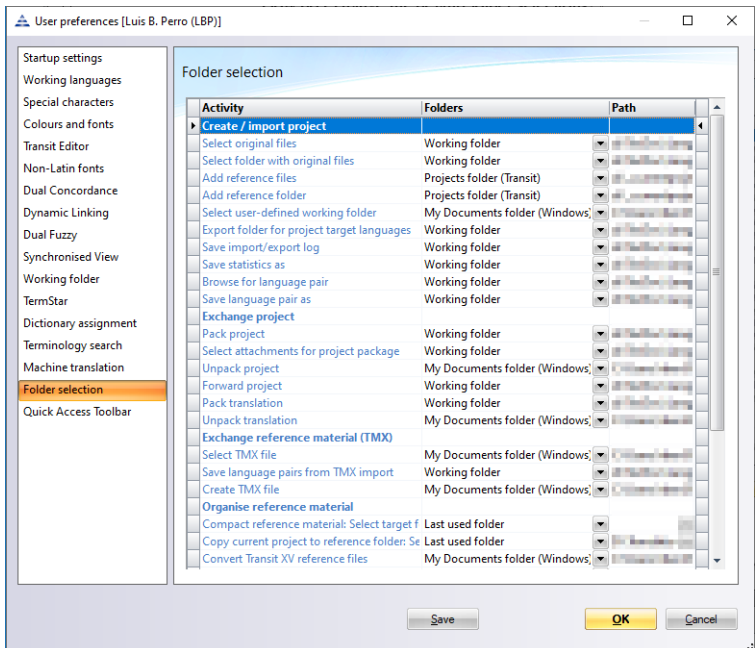


You can specify the following:

- **Allow Editor MT (request MT suggestions via context menu):** Transit allows to use Editor MT.
 - If you deselect the option, the following settings are not relevant.
- **Before data is sent, confirm:** Transit prompts you to confirm explicitly to send data to the MT system.
 - **Never:** Transit does not prompt you.
 - **Once per project:** Transit prompts you only once for the project's first request.
 - **Every time:** Transit prompts you for every request.
- **Table:** Selection and settings of the MT system to be used:
 - **Use column:** Select the checkbox of the MT system to be used.

- **Status** column: If not configured is shown for the MT system, you have to configure the access to the MT system (» [Appendix: Configuring access to MT systems](#), page 441).
- To specify specific settings for the MT system, click ... (depending on the MT system, e.g. engines, profiles, glossaries, etc., » [Appendix: Configuring access to MT systems](#), page 441).
- **Automatically request MT suggestions:** Transit also automatically requests MT suggestions during the fuzzy search:
 - **Only for segments with fuzzy matches lower than (%):** Transit requests MT suggestions only for segments with fuzzy matches below the specified quality (i.e. segments with "good" fuzzy matches are not sent).
 - **Only for segments with at least (words):** Transit requests MT suggestions only for segments having the specified minimum length (i.e. very short segments are not sent).
 - **Only for segments with not more than (words):** Transit requests MT suggestions only for segments having the specified maximum length (i.e. very long segments are not sent).
- **Before data is automatically sent, confirm:** Transit prompts you to confirm explicitly to automatically send data to the MT system.
 - **Never:** Transit does not prompt you.
 - **Once per project:** Transit prompts you once for the project's first request.

User preferences for folder selection In the basic settings for folder selection, you can specify which folders are suggested by Transit for various actions.



For each action you can choose from the following folder types:

- **My Documents folder (Windows)**: Windows folder „Documents“ of the current Windows user.
- **Projects folder (Transit)**: Transit folder that typically contains the project-specific working folders.
- **Working folder**: Working folder of the current project, in which project-specific data is typically stored.
- **User-defined folder**: Any folder in the file system that you can freely select. To select the folder, click ... in the **Path** column.
- **Last used folder**: Folder selected when the action was last applied.
- **Users (Transit) folder**: Transit folder for the current Transit user, in which user-specific data is typically stored.
- **db folder (Transit)**: Transit folder in which terminology databases are typically stored.

Specifying how Transit should paste text

You can specify how Transit should paste text in the editor:

- Smart copy, cut and paste

When you highlight and copy/cut a word in Transit and paste it at another position, spaces must be inserted before and after the string so that the string appears as an individual word in the text.

Transit automatically inserts spaces if you select this option. Transit does not insert any spaces if you deselect this option.

- Keep capitalisation for capitalised source term

If Transit finds a source language term in the dictionary, you can paste its translation from the dictionary into your target language text, (» [Transferring a translation from the dictionary](#), page 183).

You can specify how Transit should paste the text if the term in the source language text is written in capital letters only. Transit would likewise insert the translation in capital letters if you check this option. If you deselect this option, Transit would insert the translation as it appears in the dictionary, (i.e. possibly with lower-case letters).

How do I specify how Transit should paste text in the editor?

1. With the language pairs open, select the **Edit** tab in the ribbon bar.
2. Specify how Transit should paste text in the editor:
 - If you want Transit to insert spaces before and after the string, select **Smart** in the **Clipboard** group.
 - If you want Transit to use the case of the source language term when accepting a suggestion from the dictionary, select **Keep capitals** in the group **Miscellaneous**.

Activating automatic backup copies

Transit can automatically and regularly save backup copies of your language files. This allows Transit to restore the last automatically saved version if it closes unexpectedly.

In this case, Transit displays the following message when opened the next time:

Autosave backup file found.

Use the backup file of '...'?

You have the following options:

- **Yes:** Transit will use the backup copy and will restore the language file version last saved automatically.
- **No:** Transit will use the old language file and opens the language file version saved by you.

How do I activate automatic backup copies?

1. Open any language pair.

It does not matter which language pair is open when you activate it. The setting applies to all language pairs.

2. Select **Edit** and check the **Backup copy** option in the **Miscellaneous** group.
3. Specify the time interval in which backup copies should be saved.



Save language pairs when closing anyway!

The backup copies are not used when Transit has been closed regularly and is reopened.

Therefore you must always save language pairs when closing them – also if the **Create backup copy** function is active. If you do not save, your changes will be lost (» [Saving language pairs](#), page 145).

Activating/deactivating signal sounds

Transit can play signal sounds for certain functions (e.g. when searching for fuzzy hits).

You can switch these sounds on and off.

How do I specify whether Transit should play signal sounds?

1. With the language pairs open, select **Edit**.
2. To switch on signal sounds, select the option **Play signal sounds** in the group **Miscellaneous**.

If you do not want Transit to play any signal sounds, deactivate this option.

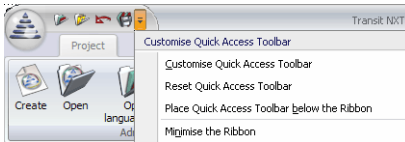
Customising the Quick Access Toolbar

To optimise the Transit workspace, you can configure the Quick Access Toolbar to your particular needs, adding and removing functions as required.

How do I modify the Quick Access Toolbar via the context menu?

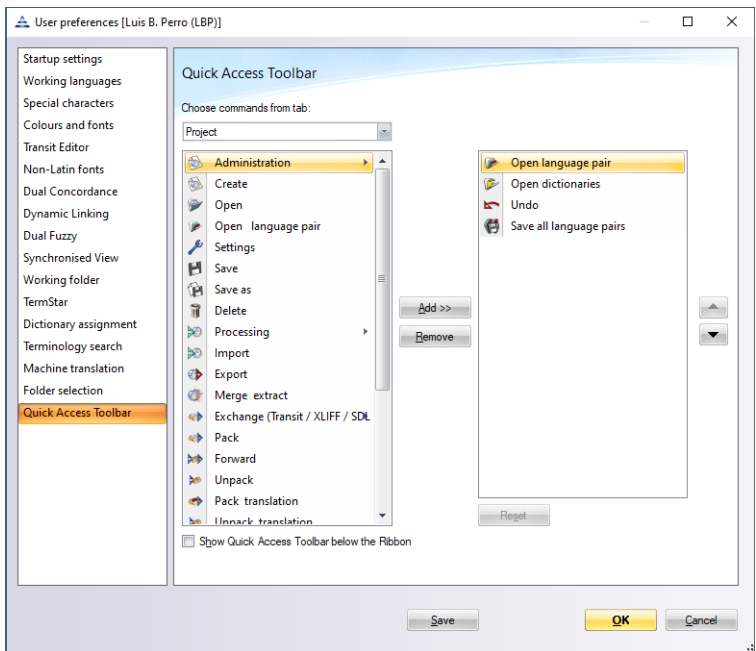
1. Click the arrow on the right of the Quick Access Toolbar.

Transit displays the **Customise Quick Access Toolbar** context menu:



2. You have the following options to change the settings of the Quick Access Toolbar:
 - Select the **Customise Quick Access Toolbar** option to add additional functions to the Quick Access Toolbar or remove functions.

Transit displays the **Quick Access Toolbar** user preferences:



You have the following options:

- Under **Choose commands from tab**, select the tab in which the function that you want to add is located.

In the left-hand column, select the function and click **Add**. Repeat this process until you have added the required functions to the Quick Access Toolbar.

- To remove a function from the Quick Access Toolbar, click the function in the right-hand column and then on **Remove**.
- To place the Quick Access Toolbar below the ribbon bar, click **Show Quick Access Toolbar below the Ribbon**.
- To reset the Quick Access Toolbar to its default state, click the **Reset** button, under the right-hand column.

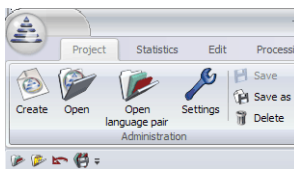
Click **Save** to save the changes made to the user preferences. Then click **OK** to close the user preferences.

If you click **OK** without first saving your changes, these might get lost as soon as you close Transit. However, when exiting Transit you are asked again if you want to save the changes made.

Clicking **Cancel** without saving first discards the changes and restores the Quick Access Toolbar to its former state.

- If you want to restore the Quick Access Toolbar to its default settings, select **Reset Quick Access Toolbar** from the context menu.
- If you want to change the position of the Quick Access Toolbar, select **Place Quick Access Toolbar below the Ribbon** or **Place Quick Access Toolbar above the Ribbon** from the context menu.

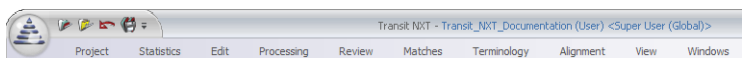
Transit displays the Quick Access Toolbar in the position selected:



Quick Access Toolbar below the ribbon bar

- Select the option **Minimise the Ribbon** to minimise the ribbon bar.

Transit displays the ribbon bar as follows:

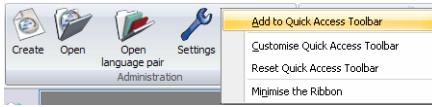


Ribbon bar minimised

How do I add a function to the Quick Access Toolbar directly?

1. Right-click the function that you want to add.

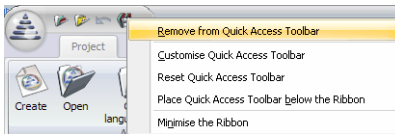
2. In the context menu, click **Add to Quick Access Toolbar**:



Transit adds the function to the Quick Access Toolbar.

How do I remove a function from the Quick Access Toolbar?

1. Right-click the function you want to remove:
2. In the context menu, click **Remove from Quick Access Toolbar**:



Transit removes the function from the Quick Access Toolbar.

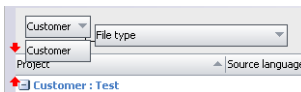
Customising the Project Browser

Grouping project attributes The Group By Box, above the column-header row, allows you to arrange the projects in the browser window according to particular project attributes. The position of a project attribute in the Group By Box, from left to right, determines its priority. In the arrangement shown in » [Project Browser](#), page 34 the projects are first grouped by **Customer**, and then – within this grouping – by **File type**. With the exception of **Project**, all the project attributes can be moved from the column-header row into the Group By Box and then rearranged according to your requirements.

Example: The sort-priority of the attributes is to be changed as follows: The first sorting key is changed from **Customer** to **File type**, the **Source language** attribute is added as the second attribute. The **Customer** attribute is no longer needed as a sorting key and will be reinserted into the column-header row.

How do I group project attributes in the Project Browser?

1. Open the Project Browser by selecting **Project | Administration | Open**.
Transit displays the Project Browser.
2. To remove the **Customer** attribute from the Group By Box, hover the mouse pointer over that attribute, then press and hold the left mouse button.
3. Drag the **Customer** attribute onto the column-header row.
You can insert this project attribute wherever you want in the column-header row. Two red arrows indicate where the attribute will be inserted.
4. Release the left mouse button to insert the project attribute **Customer** into the column-header row to the left of the **Project** attribute.

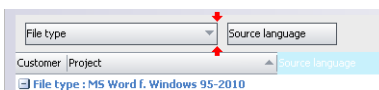


Positioning a project attribute in the column-header row

The project attribute **File type**, in the Group By Box, now becomes the first sorting key.

5. Hover the mouse pointer over the **Source language** attribute in the column-header row. Press and hold the left mouse button.
6. Drag the **Source language** attribute into the Group By Box, to the right of the **File type** attribute.

Two red arrows indicate where the new attribute will be inserted:



Positioning a project attribute in the Group By Box

7. Release the left mouse button to insert the **Source language** attribute as the second sorting key.
 In the Group By Box, **File type** is now displayed as the first sorting key and **Source language** as the second sorting key. The project attribute **Customer** has been reinserted into the column-header row.
8. Click **OK** to save these settings or click **Cancel** to retain the original settings.

Settings available in the Project Browser

The context menu allows you to add or delete other project attributes to and from the project table and to configure other settings.

How do I configure settings via the context menu?

1. Right-click the column-header row.
2. In the context menu, select one of the following options:

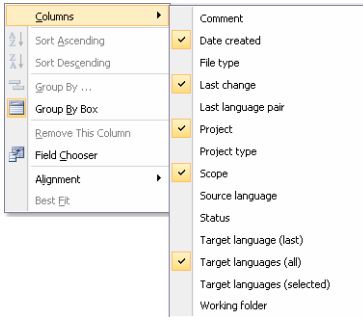
Option	Explanation
Columns	Opens the list of available project attributes
Sort Ascending	Sorts the projects in ascending order
Sort Descending	Sorts the projects in descending order
Group By...	Groups the projects by the selected attribute
Group By Box	Shows or hides the Group By box
Remove This Column	Removes the currently selected project attribute from the project table
Field Chooser	Opens the Field Chooser window, which contains a dropdown list with the following settings: <ul style="list-style-type: none"> ● Dragable: Allows to drag the project attribute from the column-header row to the Group By Box. ● Fixed: The project attribute will be fixed in the column-header row
Alignment	Aligns the text for the currently selected project attribute as per the selected option <ul style="list-style-type: none"> ● Left ● Center ● Right ● By Type
Best Fit	Fits the columns for the currently selected project attributes to the size of the Project Browser

Options in the Project-browser context menu

Adding project attributes

How do I add project attributes to the Project Browser?

1. Open the Project Browser by selecting **Project | Administration | Open**.
Transit displays the Project Browser.
2. Right-click the column-header row and select **Columns** from the context menu:



Project-browser context menu, project attributes list

Transit displays the project attributes:

Project attribute	Meaning/Function
Working folder	Path of the working folder, e.g. C:\Program Files\Transit NXT\Projects\NXT_Word
Source language	Source languages of the projects
User	Name of the user who created the project in question
Scope	Three scopes under which a project can be created (» Scopes in Transit , page 28).
File type	File type, e.g. Microsoft Office
Date created	Date on which the project was created
Comment	Any project comments which have been entered into the Administration tab of the Project settings window
Customer	Customer selected for the project during the creation phase
Latest change	Date of the last change made to the project
Last Language Pair	Last language pair worked on
Project	Project name
Project type	<ul style="list-style-type: none"> ● Standard: Translation project ● Alignment: Alignment project (» page 319)
Status	Project status: Any project status information which has been entered into the Administration tab of the Project settings window
Target language (last)	Last target language worked on
Target languages (all)	All target languages of a project
Target languages (selected)	Target languages selected via the filter or search functions

Project Browser: project attributes

3. Using the left mouse button, click the attribute you wish to display. Click an attribute which is already being displayed if you want to hide it again. Proceed in this way until you have selected the required attributes. Close the list by pressing the ESC key.
4. Continue configuring other settings in the context menu or close it by pressing the ESC key again.
5. Click **OK** to save these settings or on **Cancel** to discard the changes.



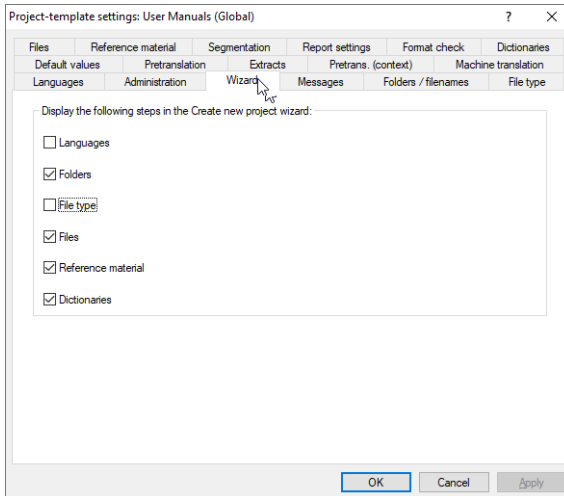
Project attributes in the Group By Box

Project attributes that have been moved to the Group By Box will not be displayed in the project attribute list that can be called up via the context menu of the Project Browser any longer.

Managing project templates

The project template settings include all the tabs you know from “normal” projects (» [Project settings](#), page 83).

“Wizard” tab In addition, project templates have the special **Wizard** tab. Here you can define which steps the wizard will display when you create new projects based on the template. This allows you to simplify the creation of new projects even more: The wizard can then skip the steps that are already defined in the template and are the same for all projects.



Example: If you regularly translate Office documents from German to English, French, Spanish and Japanese, you can define the file type and the languages in the project template. When you create a new project, you then no longer need to deal with these settings.

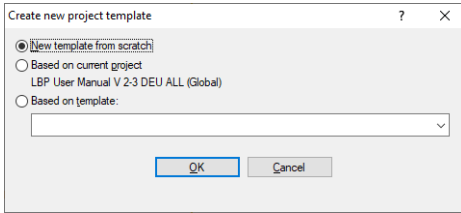
In this case, deselect **Languages** and **File type** on the **Wizard** tab so that the project creation wizard skips these windows.

Creating a new project template You can create project templates from scratch, based on the current project or based on an existing template.

How do I create a project template?

1. If you want to create the template based on a project, open the project (**Project | Open**).
2. Select **Project | Template | Create**.

Transit displays the following window:

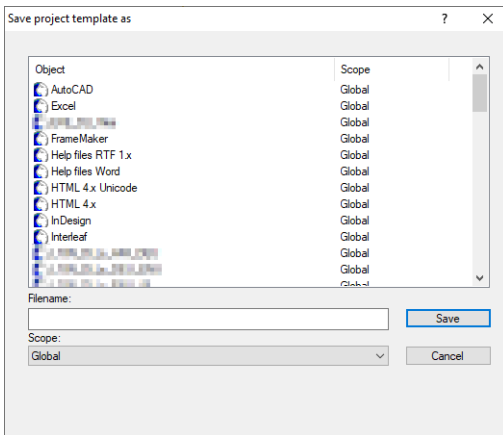


3. You have the following options:
 - **New template from scratch:** This allows you to create a new template from scratch.
 - **Based on current project:** This allows you to adopt the project settings of the current project.
 - **Based on the template:** Transit adopts the project settings of the selected template.

To do this, select the template you want to use as a basis.

Confirm your selection with **OK**.

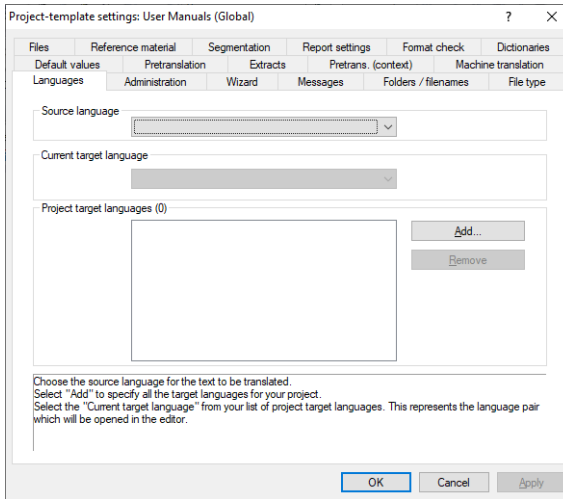
Transit displays the following window:



4. Specify how the new project template should be saved:
 - **Filename:** Enter the name of the project template here.
 - **Scope:** Select the scope to which the project template should be assigned ([x Scopes in Transit](#), page 28).

Click **Save** to confirm the information specified.

Transit displays the following window:



5. Adjust the suggested settings for your template (» [Project settings](#), page 83).
Confirm the settings on the individual tabs with **Apply**; do not click **OK**.
On the additional **Wizard** tab, define which steps the wizard should display when you create new projects based on the template (» [“Wizard” tab](#), page 379).
6. Click **OK** only when you have specified all the settings as desired.
This automatically saves the new template.

Modifying a project template You can modify project templates.



“OK” overwrites the project template without prompting

If you click **OK** in the **Project template settings** window, the modified settings are automatically saved in the existing template without prompting.

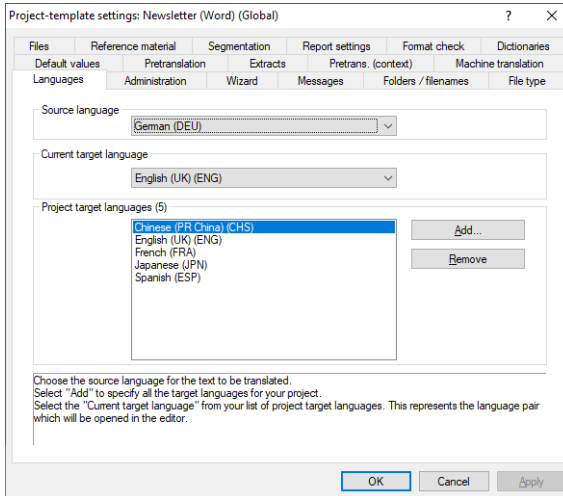
- Make sure that you no longer need the project template with its previous settings.
- Only click **OK** if you want to save the changes in the existing project template.

If you want to leave the existing project template unchanged, create a new template based on the existing one (» [Creating a new project template](#), page 379).

How do I modify a project template?

1. Select **Project | Template | Modify**.

Transit displays the following window:



2. Select the desired project template and click **Open**.

Transit displays the following window:

3. Modify the desired settings (» [Project settings](#), page 83).

Confirm the settings on the individual tabs with **Apply**; do **not** click **OK**.

On the additional **Wizard** tab, adjust which steps the wizard should display when you create new projects based on the template (» ["Wizard" tab](#), page 379).

4. Click **OK** only when you have changed all settings as desired.

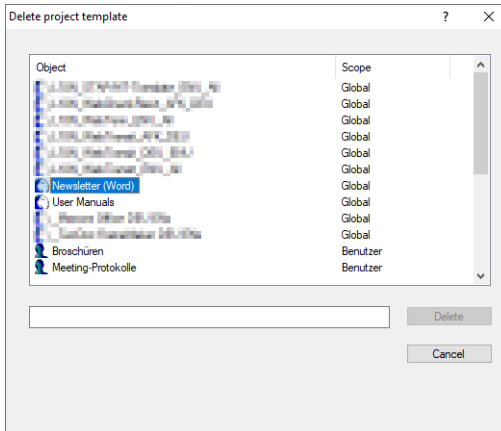
The changed settings are saved in the existing template without prompting.

Deleting a project template You can also delete project templates that you have created.

How do I delete a project template?

1. Select **Project | Template | Delete**.

Transit displays the following window:



The file type specific project templates installed with Transit cannot be deleted and are therefore not displayed.

2. Select the desired project template and click **Delete**.

Transit deletes the selected project template.

Changing the default settings for new projects

If you create a new project from scratch, Transit suggests various default settings (e.g. for the source and target language; » [Creating a new project](#), page 40).

You can change the default settings suggested by Transit for new projects, so that they match the requirements of your projects as closely as possible. This means that less changes will be necessary when creating a new project.

The default settings come from the project `DEFAULT`, saved under `Global` scope. To change the settings, open the project `DEFAULT`, alter the project settings and save it again under the same name.

How do I change the default settings?

1. Open the project `DEFAULT`, which is saved under the `Global` scope.
 - To do this, select **Project | Open**.
Transit opens the Project Browser.
 - Select the project `DEFAULT`.
If Transit displays several projects of this name, select the `DEFAULT` project saved under the `Global` scope.
 - Confirm your selection by clicking **OK**.
Transit opens the `DEFAULT` project.
2. Check the project settings (» [Project settings](#), page 83) and alter them as necessary.
 - Select **Project | Administration | Settings**.
Transit displays the **Project settings: DEFAULT (Global)** window. On the tabs, Transit displays the project settings which are suggested when a new project is created.
 - Alter these project settings as necessary so that Transit will suggest these modified settings for future projects.
Only alter those settings which are useful as suggestions for all new projects (e.g. for the source and target language).
 - Do not change any settings which usually differ from one project to the next (e.g. files, reference material, dictionaries, default values, etc.).
 - Confirm the changes made with **OK**.
3. Save the modified project `DEFAULT`.
 - Select **Project | Save as**.
Transit displays the **Save project** window.
 - Select the project `DEFAULT`.
If Transit displays several projects of this name, select the `DEFAULT` project saved under the `Global` scope.
 - Click **Save** to confirm your choice.

Transit displays a message informing you that the project already exists.

4. Click **OK** to confirm that you want to overwrite the existing project.

Transit saves the **DEFAULT** project and its settings are immediately available to act as suggested settings for new projects.

Customising and creating report options

Overview The report options contain detailed information on how Transit analyses a project:

- Calculation of the number of lines based on the number of words or characters and calculation of the number of pages
- Weighting factors for pretranslation, fuzzy matches and internal repetitions
- Prices, expansion factor, currencies and basis for calculating the price

You can change existing report options (» [Modifying existing report options](#), page 386) or create new report options (» [Creating new report options](#), page 387).

In this way, you have the option of using a particular set of report options for individual customers, projects, translators, etc. with which you can then calculate the cost of the projects at the press of a button.

Modifying existing report options If you want to modify existing report options, open them, modify them and then save them.

How do I modify existing report options?

1. Select **Statistics | Language pairs | Project**
Transit displays the Report Manager.
2. From the **Report options** list, select the report options you want to modify, and click **Define**.

Transit displays the following window:

Language	Line definition	Characters	Words	Lines
All languages	Characters	55	7.5	25

3. Change the settings for the report options:
 - Specifying the units (» [page 388](#))
 - Specifying the weighting factors (» [page 391](#))

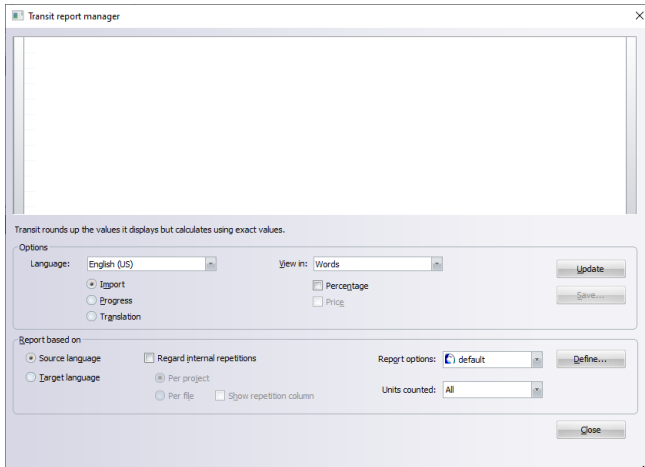
- Specifying prices and expansion factor (» page 394)
- 4. Click **Save** to save the changes to the report options.

Creating new report options If you want to create new report options, select an existing set of report options, open it and then save it under a new name.

How do I create new report options?

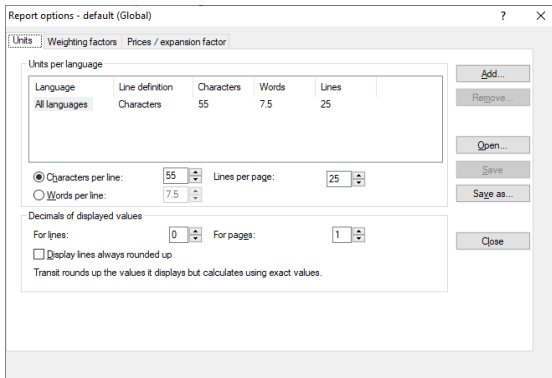
1. Select **Statistics | Language pairs | Project**

Transit displays the Report Manager:

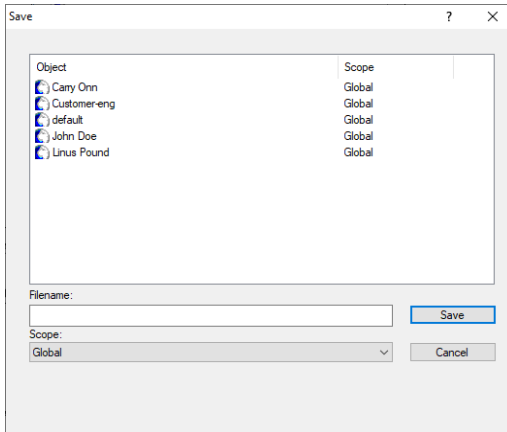


2. From the **Report options** list, select the existing set of report options which you want to use as a basis for the new report options, and click **Define**.

Transit displays the following window:

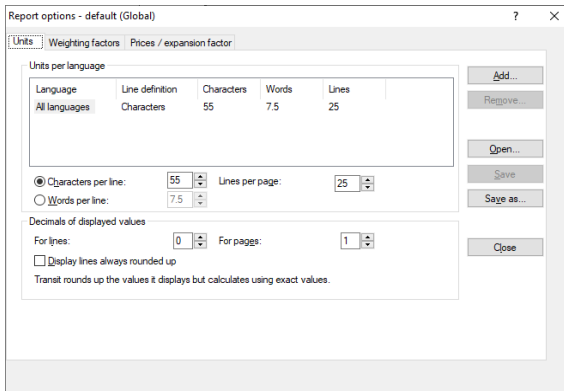


3. Change the settings for the new report options:
 - Specifying the units (» [page 388](#))
 - Specifying the weighting factors (» [page 391](#))
 - Specifying prices and expansion factor (» [page 394](#))
4. To create the new report options, click **Save as** to save them under a new name. Transit displays the following window:



5. Enter the name and the scope for the new report options (» [Scopes in Transit](#), page 28).
6. Click **Save** to confirm the information entered.

Specifying the units In the **Report options** window, you can use the **Units** tab to specify how Transit should count a line or a page.



You can specify the following:

- Characters per line
Transit calculates the number of lines based on the number of characters counted.
- Words per line
Transit calculates the number of lines based on the number of words counted.
- Lines per page
Transit calculates the number of pages based on the determined number of lines.
- Decimals of displayed values for lines and pages
You can specify that the values for lines and pages are displayed with a specific number of decimals.
- Rounding up when displaying reports based on lines

When the number of lines is calculated, the result is normally a figure with a decimal fraction rather than a whole number (e.g. 0.45 or 1.75 lines).

However, as default Transit shows the number of lines in the Report Manager without decimals, which can lead to misunderstandings, particularly with very small files, if the figures are rounded to the nearest whole number.

- Example (the figures have been chosen arbitrarily and are for illustration purposes only):

A project contains 22 characters to be translated. At 55 characters per line, that produces a (mathematical) figure of 0.4 lines. When Transit rounds that figure to the nearest whole number, it shows the number of lines as 0. The user may therefore mistakenly assume that the project does not require translation.

However, you can specify that Transit should always round up the figures when displaying reports based on lines so as to prevent misunderstandings.

- In our example: Transit rounds up the mathematical figure of 0.4 lines and shows the number of lines as 1.

The Report Manager always takes all decimal fractions into account when performing calculations, even if the displayed values are rounded. In this way, you always achieve a precise end result.

How do I specify units?

1. Select the **Units** tab from the **Report options** window (» [Modifying existing report options](#), page 386).
2. Specify the language for which you want to define or modify the settings:
 - If you want to modify the settings for all languages, select **All languages** in the table.

Transit uses these settings for all the languages which are not explicitly defined in the table.

- If you want to modify the settings for a language which has already been defined, select the name of the language in the table.
- If you want to modify the settings of a language which has not yet been defined, click **Add**.

Transit displays the **Add languages** window. Select the languages required and confirm your choice by clicking **OK**. Transit displays the languages in the table.

You can also select several languages in the table and change their settings simultaneously.

3. For each of the languages selected, specify how Transit should calculate the number of lines:
 - Select **Characters per line** if you want Transit to calculate the number of lines based on the number of characters. Enter the number of characters a standard line contains.

Transit calculates the number of lines by dividing the calculated number of characters by the characters per line.
 - Select **Words per line** if you want Transit to calculate the number of lines based on the number of words. Enter the number of words a standard line contains.

Transit calculates the number of lines by dividing the calculated number of words by the words per line.
4. Specify how Transit should calculate the number of pages:

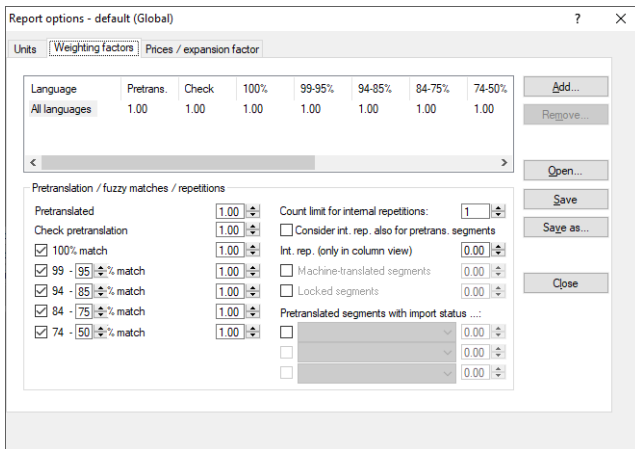
For the **Lines per page** option, enter the number of lines contained in a standard page.

Transit calculates the number of pages by dividing the calculated number of lines by the lines per page.
5. In the **Decimals of displayed values** section you can specify
 - with how many decimals the number of lines and pages should be shown in the report.
 - if the number of lines should be shown rounded up for reports based on lines.

If you do not select the **Display lines always rounded up** option, Transit will round the number of lines to the nearest whole number.
6. Save the changed report options:
 - If you want to change the existing report options, click **Save**.
 - If you want to create new report options, click **Save as**, enter the name and the scope for the new report options (» [Scopes in Transit](#), page 28), and confirm with **Save**.
7. Click **Close**.

The changed reports options are now available for future reports.

Specifying the weighting factors In the **Report options** window, you can use the **Weighting factors** tab to specify how pretranslations, fuzzy matches and internal repetitions are weighted for each language.



You can specify the following:

- For pretranslated segments:
 - **Pretranslated:** Weighting factor for segments that have been pretranslated during import.
 - **Check pretranslation:** Weighting factor for Segment that have been pretranslated during import but need to be checked (e.g. due to automatic adjustment of numbers/markups, different language direction of the reference material or other pretranslation settings).
- For segments with fuzzy matches:
 - **100% match:** With this option, non-pretranslated segments with 100% matches in the reference material are displayed and weighted in a separate column.

If you deselect the option, 100% matches are not considered separately in the report, but as part of the first fuzzy match range.

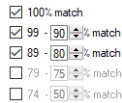
- **xx% – yy% match:** With this option, non-pretranslated segments with fuzzy matches with the specified quality in the reference material are displayed and weighted in separate columns.

You can adapt the percentage ranges by changing the lower percentage on the right. If you do not need all the percent ranges, deselect them.

Segments with fuzzy matches below the lowest percentage range are considered as non-translated segments.

Example: You want to want to take account of the percentage ranges 99 – 90% and 89 – 80% and to show 100% matches separately.

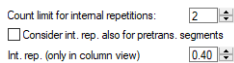
- Check **100% match**.
- Check the 1st match range and change the percentage value to 90.
- Check the 2nd match range and change the percentage value to 80.
- Deselect the 3rd and 4th match range:



- For internal repetitions:
 - With **Count limit for internal repetitions** you can specify when identical segments are “*internal repetitions*”. Any occurrences exceeding this limit are treated as internal repetitions.
 - Normally, internal repetitions shall not be taken into account for pretranslated segments. Otherwise, select **Consider int. rep. also for pretrans. segments**.
 - You can also define a weighting factor for internal repetitions (**Int. Rep. (only in column view)**). The factor is applied when internal repetitions are output in a separate column (» [step 7](#), page 315).

Example (with arbitrarily selected values):

- A language file contains several identical segments which Transit did not pretranslate during the import.
For the import report, the first two identical segments shall be calculated with the “normal” line price; for all further occurrences with 40% of the “normal” line price.
- To do this, set the value 2 as **Count limit for internal repetitions**. Set the value 0.40 as the weighting factor for **Int. Rep. (only in column view)** and output the internal repetitions as a separate column in the import report.



- For special segments:
 - **Machine-translated segments:**
For Import report (» [page 312](#)): With this option, segments for which the machine translation was inserted during the import are displayed and weighted in a separate column (» “[Machine translation](#)” [project settings](#), page 117).
For Translation report (» [page 313](#)): With this option, segments that were machine-translated during import or translated by the user with the help of a MT suggestion are displayed and weighted in a separate column.

If you deselect the option, machine-translated segments are not considered separately in the report, but with their “normal” segment status (usually as not translated segments, fuzzy match or Check pretranslation).

- **Locked segments:** With this option, segments that are locked at the time of the analysis are displayed and weighted in a separate column.

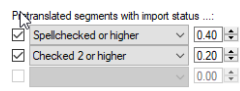
If you deselect the option, locked segments are not considered separately in the report, but with their “normal” segment status.

- For pretranslated segments with higher import status:

With these options, segments that have been pretranslated and assigned a higher status (e.g. Spellchecked by applying the status of the reference segment) are displayed and weighted in separate columns.

Example: You want to show and weight the segments separately that were assigned the Spellchecked or Checked 1 status during import. You want to set a further weighting for segments that were assigned the Checked 2 status during import.

- Check the 1st list and select Spellchecked or higher.
- Check the 2nd list and select Checked 2 or higher.
- Deselect the 3rd list.



If you deselect the options, these segments are not considered separately in the report, but with the “normal” Pretranslated status.

How do I specify the weighting factors?

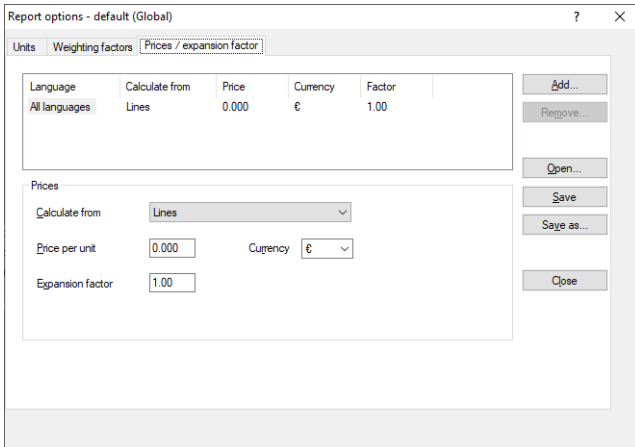
1. Select the **Weighting factors** tab from the **Report options** window (» [Modifying existing report options](#), page 386).
2. Specify the language for which you want to define or modify the settings:
 - If you want to modify the settings for all languages, select **All languages** in the table.
Transit uses these settings for all the languages which are not explicitly defined in the table.
 - If you want to modify the settings for a language which has already been defined, select the name of the language in the table.
 - If you want to modify the settings of a language which has not yet been defined, click **Add**.
Transit displays the **Add languages** window. Select the languages required and confirm your choice by clicking **OK**. Transit displays the languages in the table. You can also select several languages in the table and change their settings simultaneously.
3. Specify the settings for the selected languages.

4. Save the changed report options:
 - If you want to change the existing report options, click **Save**.
 - If you want to create new report options, click **Save as**, enter the name and the scope for the new report options (» [Scopes in Transit](#), page 28), and confirm with **Save**.
5. Click **Close**.

The changed reports options are now available for future reports.

Specifying prices and expansion factor

In the **Report options** window, you can use the **Prices / expansion factor** tab to specify the prices per unit per language and the expansion factor.



You can specify the following:

- **Calculate from:** Here you can specify whether Transit should use pages, lines, segments, words or characters as the basis for the calculation. Transit interprets pages and lines as you specified in the **Units** tab (» [Specifying the units](#), page 388).
- **Price per unit:** Here you can specify the price for the unit that you have selected in the **Calculate from** list.
- **Currency:** Here you can specify the currency on which your calculation is based.
- **Expansion factor:** It is possible to define an expansion factor to take account of the varying length of different languages, for example. Transit multiplies the results of the report by the expansion factor entered.

Example (with arbitrarily selected values)

- You want to create a report using the source language as the basis. From your experience, you know that a text in the target language is 25% longer than the corresponding source language.
- To do this, set the expansion factor to 1.25.

How do I specify the prices and the expansion factor?

1. Select the **Prices / expansion factor** tab from the **Report options** window (» [Modifying existing report options](#), page 386).
2. Specify the language for which you want to define or modify the settings:
 - If you want to modify the settings for all languages, select **All languages** in the table.
Transit uses these settings for all the languages which are not explicitly defined in the table.
 - If you want to modify the settings for a language which has already been defined, select the name of the language in the table.
 - If you want to modify the settings of a language which has not yet been defined, click **Add**.
Transit displays the **Add language** window. Select the languages required and confirm your choice by clicking **OK**. Transit displays the languages in the table.
You can also select several languages in the table and change their settings simultaneously.
3. Specify the settings for the selected languages:
 - From the **Calculate from** list, select whether Transit should use pages, lines, segments, words or characters as the basis for the calculation.
 - In the **Price per unit** field, enter the price for the unit which you selected in the “Calculate from” list.
 - From the **Currency** list, select the currency for the specified price, or enter a new currency by placing the cursor in the field, deleting the existing currency symbol/abbreviation and entering the symbol/abbreviation for the new currency.
 - If you want Transit to take an expansion factor into account, enter the factor in the **Expansion factor** field.
If you use an expansion factor of 1.0, the results in the report remain unchanged.
4. Save the changed report options:
 - If you want to change the existing report options, click **Save**.
 - If you want to create new report options, click **Save as**, enter the name and the scope for the new report options (» [Scopes in Transit](#), page 28), and confirm with **Save**.
5. Click **Close**.

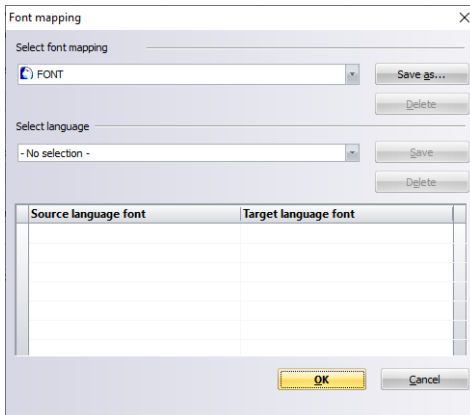
The changed reports options are now available for future reports.

Customising font mappings

Editing a font mapping **How do I open and edit an existing font mapping?**

1. Select the desired font mapping and click **Edit**.

Transit displays the following window:



2. In the **Select language** section, select the target language for the current project, for which you would like to add or change a font mapping.

If a font mapping already exists for the current target language, Transit displays the fonts which are available for the source language in this project in the **Source language font** column.

In the right-hand column, **Target language font**, Transit displays suggestions for font mappings in the selected target language. If some fonts still do not have a font mapping in the selected target language, the source language font is displayed in red. The missing target language font must be added manually:



A missing font mapping for a particular font

If no mapping table yet exists for the selected target language, Transit will now create one.

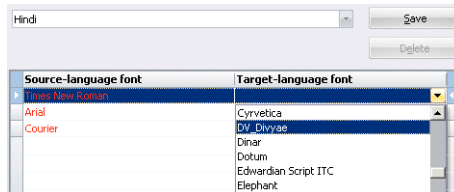
If this is the case, the fonts in the **Source language font** column will be displayed in red; the **Target language font** column will initially remain empty, as the target language fonts must be mapped manually in a separate stage.

The red colour in the **Source language font** column shows that these fonts have been taken from the `UsedFonts.txt` file. This file is created when the original

documents are imported, and contains a list of all the fonts which appear in these documents. The file `UsedFonts.txt` is saved in the working folder.

- To map the fonts to the selected target language, click the downwards-pointing arrow on the right-hand side of the **Target language font** column.

Transit opens a list showing all the fonts available on your PC:



The dropdown list of fonts

- Select the font that you want to use to replace the font in the **Source language font** list.

Repeat this process until the desired target language font is displayed in the **Source language font** column for all the fonts which need to be replaced.

- Confirm your changes by clicking **Save**.
- Close the **Font mapping** window by clicking **OK**.

If you have made changes which have not yet been saved, this is indicated by the message:

The file '...' was changed. Do you want to save the changes?

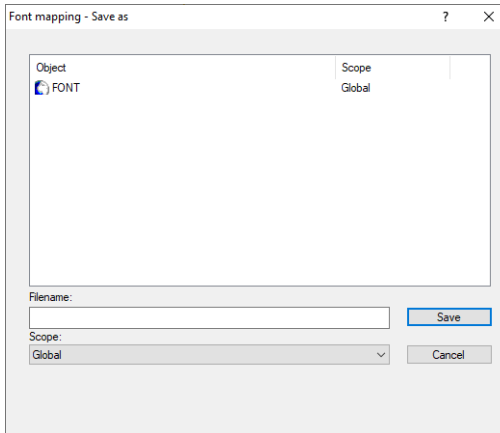
- Click **Yes** to save the changes. If you want to discard these changes, click **No**.

Transit displays the **File type** tab of the **Project settings** window again.

Creating a new font mapping **How do I create a new customer or project-specific font mapping?**

- Select a font mapping from **Font mapping** to act as a template, and click **Edit**.
Transit displays the **Font mapping** window. The font mapping you have just selected is displayed under **Select font mapping**.
- Click **Save as** to save the font mapping under a different name.

Transit displays the following window:



3. For **Scope**, select the scope under which you want to save the new font mapping (» [Scopes in Transit](#), page 28).
4. For **Filename**, enter a name for the new font mapping, e.g. STAR_AG.
5. Click **Save** to save the font mapping.

Transit closes the window and displays the name of the new font mapping, STAR_AG, in the **Font mapping** window in the **Select font mapping** section.

6. In order to edit the new font mapping, proceed as described in » [How do I open and edit an existing font mapping?](#), page 396 in steps 2 to 7.



Adding to the list of target language fonts

The dropdown list in the **Target language font** column contains all the fonts which are available on your PC. You can also add fonts to this list which do not exist on your PC by entering the name of the desired font.

Creating and customising pretranslation exceptions

You can use pretranslation exceptions to make Transit automatically replace one expression with another expression during the pretranslation stage, e.g. an old product name with a new product name.

Transit automatically translates the segment if the exception is the only difference between the segment to be translated and the reference material. Transit marks the word in question with update markers:

	Source language	Target language
Reference segment	The <u>Rabe</u> model has been significantly improved.	Modell <u>Rabe</u> ist wesentlich verbessert.
Current segment	The <u>Luna</u> model has been significantly improved.	Modell <u>Luna</u> ist wesentlich verbessert.

Checking pretranslation with pretranslation exceptions

During pretranslation, Transit proceeds as follows:

- Transit compares the current segment of the source language with the segment in the reference material. In our example, the segments only differ by the use of *Rabe* or *Luna* - the rest (*The ... model has been significantly improved*) is identical.
- Transit checks whether the terms which are different have been specified as pretranslation exceptions (*Rabe/Luna* in the example).
- If this is the case, Transit uses the translation from the reference material (apart from the exception) - i.e. in the example Transit would use *Modell ... ist wesentlich verbessert*).
- Transit uses the term from the current source language segment (i.e. *Luna* in the example) in place of the term in the target language reference segment (i.e. *Rabe* in the example).

This results in an automatic pretranslation (i.e. *The Luna model is much improved* in the example). The translator then can check the accuracy of this updated segment. Transit will not automatically pretranslate the segment if an appropriate pretranslation exception has not been defined; instead it will display a fuzzy match for you to modify manually.

When creating a new project, you can select, create and modify pretranslation exceptions in the **Advanced project settings** window, by selecting the **Pretranslation** tab and clicking the **Details** button (» [step 10](#), page 50).

You can also change the settings at a later stage (**Project | Administration | Settings, Pretranslation** tab (» [Changing the project settings](#), page 57).

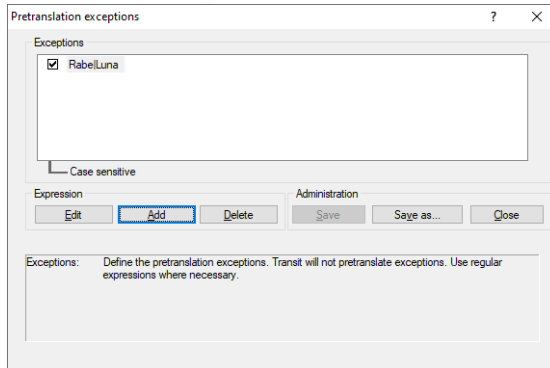
How do I create a new pretranslation exception?

1. In order to create a new pretranslation exception from scratch, click **Details** in the **Pretranslation** tab.

Transit displays the **Details - status for pretranslated segments** window.

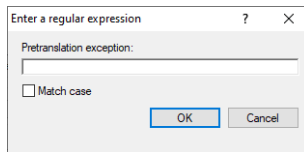
2. Click **Edit** in the **Exceptions** section.

Transit displays the following window:



3. Click **Add** to add a new exception.

Transit displays the following window:



4. Define the new exception:

- Enter a regular expression for the pretranslation exception. Use the pipe character to separate the old and new terms as follows:

```
<Term1>|<Term2>
```

Instead of using the placeholders <Term1> and <Term2>, type the terms which Transit should treat as pretranslation exceptions (i.e. Rabe|Luna in the example).

Please refer to the » [Transit/TermStar Reference Guide](#) for more information on regular expressions.

- If you want Transit to take account of the case, select **Match case**.

Confirm your entry with **OK**.

Transit displays the expression in the **Pretranslation exceptions** window. You can specify additional expressions. Do not forget to save the pretranslation exceptions (details » [How do I save a pretranslation exception?](#), page 401).

How do I modify a pretranslation exception?

1. To modify a pretranslation exception, click **Details** in the **Pretranslation** tab.
Transit displays the **Details - status for pretranslated segments** window.
2. Click **Edit** in the **Exceptions** section.
Transit displays the **Pretranslation exceptions** window with the regular expressions for the pretranslation exceptions.
3. To edit a regular expression, select it and click **Edit**.
Transit displays the **Enter a regular expression** window, containing the expression.
4. Change the expression as explained in » [step 4](#), page 400.
5. Confirm your entry with **OK**.
6. To delete a regular expression, select it from the **Pretranslation exceptions** window and click **Delete**.

Transit displays the modified expressions in the **Pretranslation exceptions** window. Do not forget to save the pretranslation exceptions.

How do I save a pretranslation exception?

1. Decide whether you want to overwrite the old pretranslation exception or save it under a new name:
 - Click **Save** to overwrite the old pretranslation exception.
Transit overwrites the old settings with your changes. This option is only available if you have modified an existing pretranslation exception.
 - Click **Save as** to save the pretranslation exception under a new name.
Transit displays the **Save exceptions** window.
Transit saves your changes as a new pretranslation exception – the modified pretranslation exception remains unchanged (where applicable).
2. Close the **Pretranslation exceptions** window by clicking **Close**.
If you click **Close** before saving, your changes will be lost.

Customising the Transit editor

Overview There are many ways to alter the appearance of the Transit editor and the text displayed within it:

- You can filter segments so Transit only displays text which is important to you (» [Filtering segments](#), page 195). This option only applies to the window in which the cursor is currently located. However, you can apply an active filter to all windows (» [Applying an active segment filter to other windows](#), page 207).
- Changing the appearance of the language pair (» [page 402](#))
- Changing the appearance of segments and info column (» [page 403](#))
- Changing how the segment markers are displayed (» [page 405](#))
- Specifying how markups are displayed (» [page 406](#))
- Determining the appearance of text (» [page 408](#))
- Defining the layout for the **Terminology** window (» [page 409](#))

These settings affect how the text is displayed in Transit; however, they have no effect on the original text. Please refer to » [Formatting text manually](#), page 219 for information on how to change the format of the target document during the export process.

You can find additional settings which are applicable to all views (display of special characters, font and colours) in the user preferences (» [User preferences](#), page 347).

Changing the appearance of the language pair Transit can display the Transit editor window and thus the language pair according to your particular requirements. The source and target panes can be arranged either one on top of the other or side by side and their order can also be swapped over.

You can select from the following language-pair and text display options:

- Display window titlebar
- Highlight active segment
- Centre active segment
- Synchronise source and target
- Show indent level

How do I rearrange the layout of the Transit-editor window?

1. To change the layout of the Transit editor window, with the editor open, select the **View** tab on the ribbon bar.
2. Click one of the following buttons in the top half of the **Language pair** group:
 - **Vertical**: Arranges the source and target language panes side by side.
 - **Horizontal**: Arranges the source and target language panes one on top of the other.
 - **Swap**: Reverses the order of the source and target language.

Transit changes the appearance of the editor window and also indicates the option which is currently selected by highlighting the button in question.

When you select a different editor view under **View | Manage views**, or exit Transit, a message informs you that you have modified the currently selected view (or Transit editor window layout), and asks if you would like to save these changes.

How do I change how text is displayed in the language pair?

1. To influence how text is displayed in the language pair, with the Transit editor open, select the **View** tab on the ribbon bar.
2. Click the **Options** button in the **Language pair** group.

Transit opens a menu containing the following options. They apply to whichever pane of the editor window is currently active:

- **Display window titlebar:** Displays a titlebar at the top of the source or target editor pane, containing the name of the language file. Setting Transit to not display the window title gives you more space for displaying the text.
- **Highlight active segment:** Highlights the active segment with a coloured background.
- **Centre active segment:** Scrolls the window content so that the current segment is displayed in the centre of the window.
- **Synchronise source and target:** Synchronises the source and target editor panes: When you move the cursor in the active window, the text in the other window automatically follows the cursor.
- **Show indent level:** Shows the indent level of the active segment.

Transit changes how the text is displayed and indicates which options are currently selected with a checkmark to the left of the dropdown menu.

Changing the appearance of segments and info column

You can change the appearance of the segments and the info column for the pane in which the cursor is currently located (for information on changing how segment markers are displayed, » [Changing how the segment markers are displayed](#), page 405):

- **Background colour:** to help you find your way around easily, Transit can display the segments and the info column with a different background colour, depending on their segment status. The colours can be fully customised to your requirements in the user preferences (» [User preferences for colours and display fonts](#), page 352).
- **Display of text:** Transit can display the segments as a list, with word wrap activated and with each segment starting on a separate line. It can also show or hide the info column in the editor window.

How do I activate or deactivate the display of segment-status colours for segments and info column?

1. To activate or deactivate the display of background colours for the segments and the info column, as defined in the user preferences – with the Transit editor open – select the **View** tab on the ribbon bar.
2. Click the **Colours** button in the **Segments** group.
Transit displays a menu which contains the options **Info column** and **Segments**.
3. Select whether you want to change the colour settings for the segments or the info column.

Transit displays a menu containing the following options:

- **Off**: Deactivates all background colours for 'Status after import', 'Current status' and 'Internal repetitions'.
- **Status after import**: Activates background colours to represent the status of segments immediately after import.
- **Current status**: Activates background colours to represent the current status of segments.
- **Internal repetitions**: Activates background colours for internal repetitions.
- **According to filter**: Activates background colours for the segment filter that you select.

This way you can highlight segments in colour that match the criteria of a segment filter and at the same time maintain their full context.

This option exclusively takes into account the criteria on the **Segment info** and **Segment context** tabs; criteria with respect to the content are not taken into account.

- **Active segment**: Activates background colour for the active segment.
 - **Text direction**: Activates background colours to represent the reading direction of text (for segments only).
4. Select the desired options.
Transit displays the selected background colours in the active editor pane.

How do I change how segments are displayed?

1. To influence how segments are displayed, with the Transit editor open, select the **View** tab on the ribbon bar.
2. Click the **Options** button in the **Segments** group.
Transit opens a menu containing the following options. They apply to whichever pane of the editor window is currently active:
 - **Show as list**: Displays source and target language segments with a uniform height. This is of particular benefit when aligning files. It is generally recommended that you activate this option for both source and target language segments.

Selecting this option deactivates the **Word wrap** and **Each on new line** options.

- **Word wrap:** Wraps the lines of a segment onto a new line at the edge of the window: This means that you can always see the full text. Without word wrap activated, Transit will always display a segment on a single line.
- **Each on new line:** Starts each segment on a new line.
- **Info column:** Shows and hides the info column containing the segment number and segment status on the left of the editor window.

3. Select the desired options.

Transit displays the result of the selected segment options in the active editor window.

Changing how the segment markers are displayed

You can change how the segment markers are displayed, or even hide them altogether to improve the legibility of text in the active editor pane (» [Segments in the Transit editor](#), page 155).



Translate with segment markers displayed

When translating, always ensure that the segment markers are displayed, either in short or full format.

Otherwise, you cannot see where segments end and you may create errors or translate text incorrectly as a result.

Transit can display segment markers in the following ways:

- Segment markers in full format

Transit displays segment markers with the segment number. In addition, Transit uses additional characters to indicate the status of the segment (» [Display of the segment status in the Transit editor](#), page 426).

Examples:

```
<<2905>>
```

```
<<2905!>>
```

```
<<2905+*>>
```

- Segment markers in short format

Transit displays the segment markers without any number or character indicating the segment status.

Example: <<>>

- Hide segment markers

Transit does not display segment markers.

Do not use this view when translating, only if you want to proofread or get an overview of the document.

How do I change how segment markers are displayed in the editor?

1. Place the cursor in the Transit editor pane for which you want to change the display settings and select the **View** tab on the ribbon bar.
2. Click the **Markers** dropdown list in the **Segments** group.
3. Select the desired display format:
 - **Full:** Transit displays the segment markers in the 'full' format.
 - **Short:** Transit displays the segment markers in the 'short' format.
 - **Hide:** Transit does not display segment markers. Do not use this view when translating, only if you want to proofread or get an overview of the document.

In the active window, Transit displays the segment marker format you have set.



Information in the status bar

Information about the number and status of the segment in which the cursor is located is always displayed in the status bar at the bottom of the application window, even when markups and segment markers are hidden.

You can find more details on the information displayed in the status bar by referring to » [The working areas and information panes of the Transit user interface](#), page 30.

Specifying how markups are displayed

You can change how markups are displayed, or even hide them altogether to improve the legibility of text on the screen. It is also possible to show or hide Markup IDs.

Furthermore, you can hide markup segments (i.e. segments that only contain non-editable markups) regardless of how markups are displayed.



Translate with markups displayed

When translating, always ensure that the markups are displayed, either in short or full format or using Markup IDs.

Otherwise you cannot see the information in these markups and you may create errors or translate text such as index entries incorrectly as a result.

Transit can display markups in the following ways:

- Markups in full format
Transit displays the markups in full.

Examples

```
<F id="7"> </F id="7">
<index>

```

- Markups in short format
Transit displays markups without their content or with reduced contents, depending on the selected filter and the type of markup:

- Markups for formatting
Example: <F>> and <<F>

- Markups which are defined as start and end tags
Example: <> (start) and <<> (end)
- Markup elements which require translation
Example: <STAR company logo>
- Markup elements which must be displayed
Example: <logo.gif>
- Value of variables or target of cross-references
Example: <"Specifying how markups are displayed", page 417>
- Hide markups
Transit does not display markups. In the case of variables or cross-references, Transit only displays the value (e.g. the target of the cross-reference), and not the markup itself.
Only use this option if you want to proofread or get an overview of the document.
- Display markup IDs
Transit displays markups in numerical form using *markup IDs* (» [Working with markup IDs](#), page 173).
- Display markup IDs with type
Transit displays the markup type additionally to the markup ID (» [Displaying the markup type directly in the segment](#), page 175).

How do I change how markups are displayed in the editor?

1. Place the cursor in the Transit editor pane for which you want to change the display settings and select the **View** tab on the ribbon bar.
2. Click the dropdown list **Markups** in the **Text/Markups** group.
3. Select the desired display format:
 - **Full**: Transit displays the markups in the 'full' format.
 - **Short**: Transit displays the markups in the 'short' format.
 - **Hide**: Transit does not display markups. Only use this option if you want to proofread or get an overview of the document.

In the active window, Transit displays the markup format you have set.

How do I display markup IDs and markup IDs with type in the editor?

1. Place the cursor in the editor pane for which you want to change the display settings and select the **View** tab on the ribbon bar.
2. Click the dropdown menu **Options** in the **Text/Markups** group.
Transit opens a menu containing text-display options. They apply to whichever pane of the editor window is currently active:
3. Select **Markup ID** and – if required – select additionally **Markup ID with type**.

In the active editor pane, Transit displays the markup ID and – if selected – additionally the markup type before and after each markup.

How do I hide markup segments in the editor?

1. Place the cursor in the editor pane for which you want to change the display settings and select the **View** tab on the ribbon bar.
2. Click the dropdown menu **Options** in the **Text/Markups** group.
Transit opens a menu containing text-display options. They apply to whichever pane of the editor window is currently active:
3. Deselect **Markup segments**.

In the active editor pane, Transit hides the markup segments.



Information in the status bar

Information about the number and status of the segment in which the cursor is located is always displayed in the status bar at the bottom of the application window, even when markups and segment markers are hidden.

You can find more details on the information displayed in the status bar by referring to » [The working areas and information panes of the Transit user interface](#), page 30.

Determining the appearance of text

You can specify whether Transit should display special characters, formatting and document structure on screen. By displaying this information, you can get a better idea of how the text will appear in the original format and you may find it easier to work this way.

How do I display special characters in the editor?

1. Position the cursor in the window for which you want to change the view.
2. Select the **View** tab.
3. Click the **Special characters** option in the **Text/Markups** group.

Transit displays special characters as well as R2L and L2R marks for the translation of bidirectional texts (» [Translating into R2L \(right-to-left\) languages](#), page 245).

You can specify which characters are displayed for the special characters in the user preferences (» [User preferences for displaying special characters](#), page 351).

How do I change whether formatting and document structure are displayed in the editor?

1. Place the cursor in the editor pane for which you want to change the display settings and select the **View** tab on the ribbon bar.
2. Click the dropdown menu **Options** in the **Text/Markups** group.

Transit opens a menu containing the following options. They apply to whichever pane of the editor window is currently active:

- **Formatting:** Transit displays the formatting from the original document.
- **Structure:** Transit displays the document structure from the original document.
- **Right-aligned:** Transit displays text with the main reading direction from right to left. This right-aligned view is a prerequisite for properly displaying and working with R2L languages in the Transit editor (» [Translating into R2L \(right-to-left\) languages](#), page 245).

3. Select the desired options.

Depending on your settings, Transit displays formatting, document structure and tables in the active editor pane.

Defining the layout for the Terminology window

You can select from two default layouts for the **Terminology** window (Transit1 and Transit2), as well as any layouts you may have created yourself.

How do I switch layout?

1. With the Transit editor open, select the **View** tab on the ribbon bar.
2. Click the **Terminology layout** dropdown menu in the **Terminology layout** group. Transit displays a list of the available layouts.
3. Select the desired layout.

Transit will use the selected layout for the **Terminology** window.

Please refer to the » [Transit/TermStar Reference Guide](#) for information about how to edit dictionary layouts and how to create your own dictionary layouts.

Floating windows in the Transit toolbar

In its 'floated-out' state, a tool designed as a floating window is represented on the Transit toolbar by an icon. Therefore the term 'floating window' comes from the fact that the window only 'floats in' when it is activated (e.g. by hovering the mouse pointer over the icon).

How do I display a floating window?

1. In the Transit toolbar, hover the mouse pointer over the icon of the tool that you want to display as a floating window.

Transit displays the selected tool as a floating window.

The floating window automatically floats back out again when you have finished working in it and moved the mouse pointer out of it.

If they are configured as floating windows, the icons for the fuzzy windows appear above the resource bar. Whenever a fuzzy search occurs, these windows are activated and float in automatically. Then when the user has finished using them, they float back out.

A floating window can also be docked to the user interface and thus be displayed permanently, if desired.

How do I change the display mode for a floating window?

1. Display the tool by hovering the mouse pointer over the corresponding icon in the Transit toolbar.

Transit displays the selected tool as a floating window. The horizontal pushpin icon in the tool titlebar indicates that the window is in floating window mode.

2. Click the pushpin icon in the titlebar:



Horizontal pushpin icon= Tool window as floating window

Vertical pushpin icon = Docked tool window

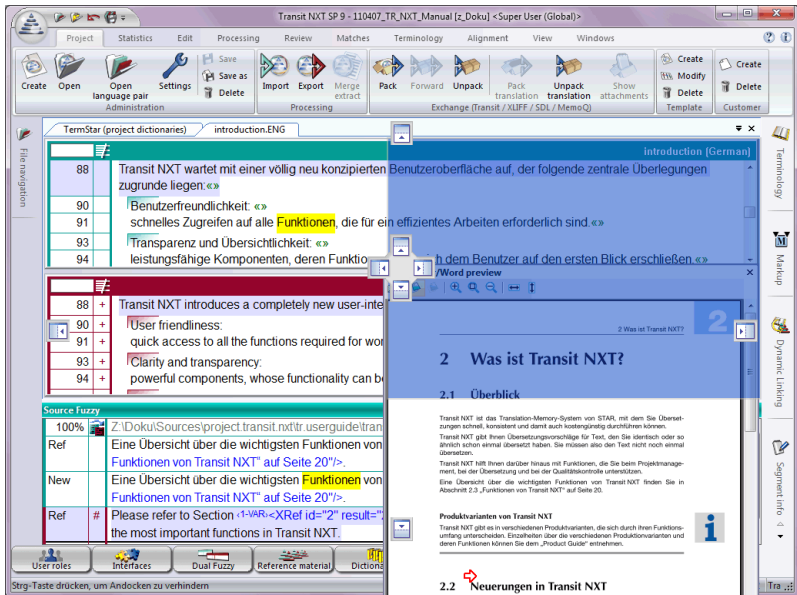
The floating window changes display mode: It is now docked to the user interface and is permanently displayed. The mode is also indicated by the pushpin icon in the titlebar, which is now oriented vertically.

3. It is possible to alter the position of a docked window ([» How do I adjust the position of a window in the user interface?](#), page 410).
4. To change the display mode from 'docked' to 'floating', click the pushpin icon again.

How do I adjust the position of a window in the user interface?

1. Hover the mouse pointer over the window titlebar and press the left mouse button.
2. Holding the left mouse button, drag the window to the position where you want it to appear.

As soon as you move the window, Transit displays blue positioning arrows on the user interface. Hovering the mouse pointer over one of these arrows displays a blue, shaded area which indicates where the docked window will be positioned and how much space it will occupy:



Positioning icons for the floating windows

If you position the window with the help of one of these positioning arrows, it is inserted at the specified point and docked to the user interface again.

If you instead place the window without using these arrows, it is displayed as a standard window that can be moved freely on the user interface. The option to change the display mode is only available if you dock the window with the user interface again using the positioning arrows.

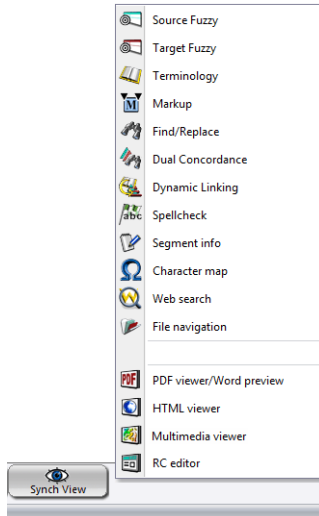
3. Release the left mouse button at the desired position to dock the window or to place it on the user interface as a standard window.

Transit places the window at the selected location.

If a particular tool is not displayed in the Transit toolbar, you can open it via the context menu and add it to the Transit toolbar (» [How do I open a tool via the context menu?](#), page 412). Alternatively, it is also possible to open a tool from the ribbon bar, via **Windows | Open**.

How do I open a tool via the context menu?

1. Right-click the area to the right of the resource bar or titlebar of an opened tool window.
2. In the context menu, select the desired tool.



Transit displays the selected tool as a window docked to the user interface (vertical pushpin icon) or as a standard window respectively.

- If the tool is displayed as a window docked to the user interface, you can change the display mode using the pushpin icon in the titlebar from 'permanent' to 'floating' (» [How do I change the display mode for a floating window?](#), page 410).
- If a tool is displayed as standard window (e.g. the **Character map**), you have two options to use such a tool:

After you have used it, you can close the window by clicking .

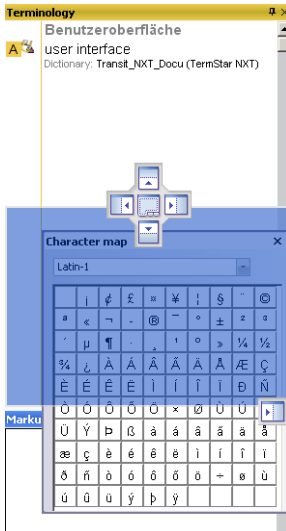
You can dock the tool with the user interface (» [How do I dock a standard window with the user interface?](#), page 412). This then gives you the option to change the display mode for this tool and display it as a floating window (» [How do I change the display mode for a floating window?](#), page 410).

How do I dock a standard window with the user interface?

1. Display the desired tool that is designed as a standard window via the context menu (» [How do I open a tool via the context menu?](#), page 412) or via the ribbon bar (**Windows | Open**).

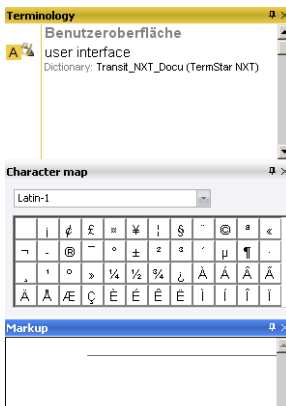
Transit opens the standard window for the tool selected.

2. Hover the mouse pointer over the titlebar of the standard window, click and hold the left mouse button and drag the tool to the desired position.
Transit displays the positioning arrows as soon as you move the position of the window:



Moving a tool which uses a standard window; positioning icons

3. Move the mouse pointer to a position and then release the left mouse button.
Transit inserts the tool in the selected position. The vertically oriented pushpin icon in the titlebar indicates that the tool is docked to the user interface:



A tool docked to the user interface

4. You can now change the display mode of the docked standard-window tool to a floating window (» [How do I change the display mode for a floating window?](#), page 410).
5. If you want to retain this particular configuration, you can save it under **Windows | Manage windows** (» [Managing window layouts](#), page 417).

Working with views

Overview Transit comes with the ability to save the Transit-editor settings as an *editor view* (» [Customising the Transit editor](#), page 402).

Transit is supplied with several default editor views that have proven to be useful in our experience. You can select a view or one you have created yourself (» [Switching editor views](#), page 415).

When you select a user role, Transit initially selects the matching default view (» [User roles in Transit](#), page 26). You have the following options for further modifying the Transit editor view:

- Switch views

You can switch views at any time to provide the optimum display for whatever you are currently using Transit for (» [Switching editor views](#), page 415).
- Modify a view

You can set up your own editor views or modify existing views. Views can also be saved or deleted (» [Modifying and managing editor views](#), page 416).

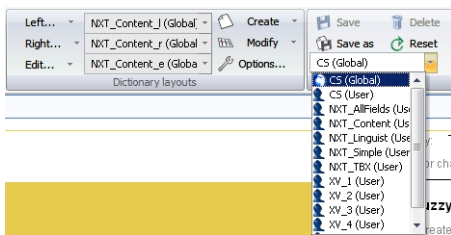
You can find additional settings which are applicable to all views (display of special characters, font and colours) in the user preferences (» [User preferences](#), page 347).

Switching editor views You can switch between the four default views for the Transit editor and the views that you have created yourself as desired.

How do I switch view?

1. With the Transit editor open, select the **View** tab on the ribbon bar.
2. Click the **Transit view** dropdown list in the **Manage views** group.

Transit displays a list of all the possible views:



3. Select the desired view.
Transit will use the view selected.

Modifying and managing editor views Changing the settings for the Transit editor in the **View** tab affects the current view. You can save these settings over an existing view (including the default views) or save them as a new, user-defined view. The latter can be deleted, but the default views cannot.

How do I modify a view?

1. With the Transit editor open, select the **View** tab on the ribbon bar.
2. Make the required changes to the view by modifying the settings listed in [» Customising the Transit editor](#), page 402.

The appearance of the editor will change accordingly.

3. Choose a name under which you wish to save the new view.

The **Transit view** dropdown in the **View | Manage views** ribbon-bar group still displays the name of the view that was last selected or saved, even though the editor view has changed as you have followed the previous steps. This current view has not yet been saved. To return to the previously selected or saved view and discard the current view, select **View | Manage views | Reset**. If you have selected a default view, this will restore its original settings.

To save the current, but as yet unsaved view, you have two options:

- To save the modified view under the name displayed in the **Transit view** dropdown list, select **View | Manage views | Save**.
- To save the modified view under a new name, select **View | Manage views | Save as**.

Transit saves the current view under the name you enter.

If you have not saved or reset the modified view and you select a different view under **View | Manage views** or quit Transit, a message informs you of the changes. You can then decide if you would like to save the changes to the current view or not.

How do I delete a user-defined view?

1. With the Transit editor open, select the **View** tab on the ribbon bar.
2. Click the **Transit view** dropdown list in the **Manage views** group.

Transit displays a list of all the possible views.

3. Select the desired view.
4. Select **View | Manage views | Delete**.

Transit displays the following message:

Do you really want to delete the Transit view '<View name>'?

5. Decide whether you really want to delete the view:
 - Select **No** to cancel the process.
 - Select **Yes** to delete the view.

Transit deletes the selected view.

Managing window layouts

Transit can save which tools you have selected and the arrangement of the tool windows on the screen in a *window layout*. This is then available to you at any time in addition to the default layout that you have set by selecting a certain user role when you started working with Transit.

Refer to » [The Transit toolbar](#), page 32 for information about selecting and arranging the tools.

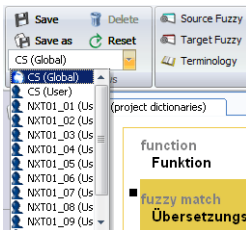
When you select a user role, Transit initially displays the relevant default layout (» [User roles in Transit](#), page 26). You have the following options for further modifying the layout:

- Switching the window layout (» [page 417](#))
You can switch layouts at any time to provide the optimum display for whatever you are currently using Transit for.
- Modifying, saving, and deleting window layouts (» [page 418](#))
You can set up your own window layout or modify existing layouts. Window layouts can also be saved or deleted.

Switching the window layout You can switch between the default window layouts and layouts you have created yourself.

How do I switch between window layouts?

1. Select **Windows**.
2. Select the desired window layout in the **Manage windows** group:



Transit displays the tools in the window layout selected.

Modifying, saving, and deleting window layouts

You can modify the current window layout and save it over an existing window layout or as a new, user-defined layout.

How do I modify and save my current window layout?

1. Arrange the tools according to your requirements (» [The Transit toolbar](#), page 32).
2. You have the following options for saving:
 - Overwrite the existing window layout: Select **Windows | Manage windows | Save**.
 - Create a new window layout: Select **Windows | Manage windows | Save as**.

Transit saves the modified window layout.

How do I delete a user-defined window layout?

1. Select **Windows**.
2. Select the desired window layout in the **Manage windows** group and click **Delete**.
Transit displays the following message:
Do you really want to delete the window layout "..."?
 - Select **No** to cancel the process.
 - Select **Yes** to delete the window layout.

Transit deletes the selected layout.

Customising the TermStar window

Overview Transit saves numerous display settings for your dictionaries as *views* (» [Structure of a dictionary view](#), page 419).

Transit is supplied with four default dictionary views that have proven to be useful in our experience.

When you select a user role, Transit initially selects the relevant default view (» [User roles in Transit](#), page 26). You have the following options for further modifying the view of the **Terminology** window:

- Switch views

You can switch between views at any time to provide the optimum display for whatever you are currently using your dictionary for (» [Switching dictionary views](#), page 420).
- Modify a view

In order to set up your own views for your TermStar window or to modify existing views, you can use existing dictionary page layouts or ones you have created yourself:

 - Combining existing page layouts in a new way

You can create an individual view from existing page layouts (» [Modifying and managing dictionary views](#), page 420).
 - Defining your own page layouts

Please refer to the » [Transit/TermStar Reference Guide](#) for information about how to create and edit dictionary layouts.

Views can be combined with a data record filter and can be saved or deleted (» [Modifying and managing dictionary views](#), page 420).

Structure of a dictionary view A dictionary view consists of a combination of up to three *page layouts*. Each of these layouts determines the appearance of the areas of the TermStar window:

- Main layout (left page)

This layout defines the appearance of the left side of the TermStar window.
- Additional layout (right page)

This layout defines the appearance of the right side of the TermStar window. If you have word pairs displayed on the left-hand side, you can use the right-page layout to display detailed information about the selected word pair on the right-hand side.

If you do not select a right-page layout, TermStar will use the left-page layout for the right-hand side as well.
- Edit mode layout

This page layout defines how the dictionary is displayed in edit mode and thereby specifies the fields into which you can enter information. For example, you can

select a layout which displays the field names, or a layout which displays more details than the main layout so you can enter additional data.

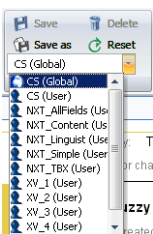
If you do not select an edit mode layout, Transit uses the main layout.

Switching dictionary views You can choose from the four default views for the TermStar window and from the views that you have created yourself.

How do I switch view?

1. Open the dictionary for which you wish to change the view and select the **View** tab from the ribbon bar.
2. In the **Manage views** group, click the **TermStar view** dropdown list.

Transit displays a list of all the possible views:



3. Select the desired view.

Transit will use the view selected.

Modifying and managing dictionary views You can change existing views (including the default views) by combining different page layouts and save them under their current name or as a new, user-defined view. The latter can be deleted, but the default views cannot.

How do I modify a view?

1. Open a dictionary and select the **View** tab from the ribbon bar.

In the middle of the **Dictionary layouts** ribbon-bar group, Transit displays three dropdown lists:

- **Left:** for the left-page (main) layout
- **Right:** for the right-page (additional) layout
- **Edit:** for the edit mode layout

2. Create your required view by selecting a page layout from each field.
The view of your dictionary is updated every time you select a new layout.
3. If you want your view to only display a certain range of data records, you can set a data record filter which will always be applied in this view. To do this, select a filter from the **Data record filter** ribbon-bar group. More information about data record filters is available in the TermStar documentation.

Transit applies the required filter.

4. Choose a name under which you wish to save the new view.

The **TermStar view** dropdown in the **View | Manage views** ribbon-bar group still displays the name of the view that was last selected or saved, even though the dictionary view has changed as you have followed the previous steps. This current view has not yet been saved. To return to the previously selected or saved view and discard the current view, select **View | Manage views | Reset**. If you have selected a default view, this will restore its original settings.

To save the current, but as yet unsaved view, you have two options:

- To save the modified view under the name displayed in the **TermStar view** dropdown list, select **View | Manage views | Save**.
- To save the modified view under a new name, select **View | Manage views | Save as**.

Transit saves the current view.

How do I delete a user-defined view?

1. Open a dictionary and select the **View** tab from the ribbon bar.
2. In the **Manage views** group, click the **TermStar view** dropdown list.

Transit displays a list of all the possible views.

3. Select the desired view.
4. Select **View | Manage views | Delete**.

Transit displays the following message:

Do you really want to delete the TermStar view '<View name>'?

5. Decide whether you really want to delete the view:
 - Select **No** to cancel the process.
 - Select **Yes** to delete the view.

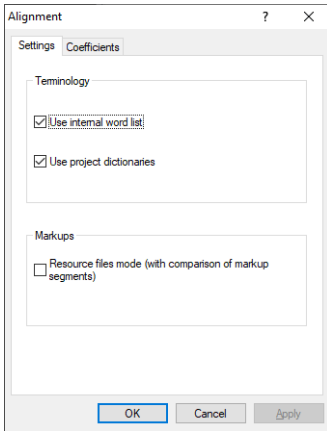
Transit deletes the selected view.

Customising alignment settings and coefficients

The settings and coefficients are relevant for alignment projects only and are taken into account when matching up source and target language segments (» [Interactive alignment](#), page 318).

They can be called up only when you have opened an alignment project.

Alignment settings The alignment settings can be specified under **Alignment | Alignment | Settings:**



When you confirm the changes with **OK**, the modified settings are saved automatically.

Option	Explanation
Use internal word list	Transit uses an internal word list to assess the probability of the source and target segments being correctly matched. If Transit finds that the source language segment contains an entry from the internal word list, it searches for the translation of the term in the target language segment.
Use project dictionaries	Transit uses the current TermStar dictionary to assess the probability of the source and target segments being correctly matched. If Transit finds that the source language segment contains a term that is in the current dictionary, it searches for the translation of the term in the target language segment.
Resource files mode (with comparison of markup segments)	Transit compares markup segments during alignment, instead of text segments. Use this option when aligning files with string IDs, perhaps for localisation projects.

Alignment settings

Alignment coefficients Transit takes a number of factors into account when matching up source and target language segments. In this way, it determines the level of probability that a target language segment is the translation of a source language segment.

You can use the coefficients to specify the weighting of the individual factors.

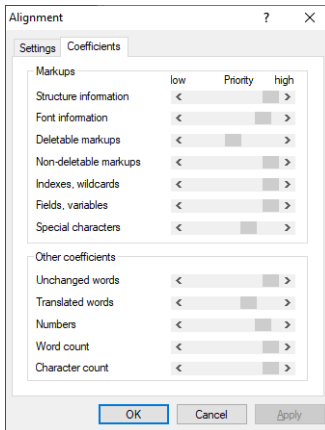


Recommendation: Change coefficients in exceptional circumstances only

We supply the coefficients with values which have proven themselves in years of practice at STAR.

We recommend to take advantage of our experience and to change the supplied values only in exceptional cases.

The coefficients can be specified under **Alignment | Alignment | Settings, Coefficients** tab:



When you confirm the changes with **OK**, the modified weightings are saved automatically.

Coefficients	Explanation
Structure information	Structure of the segments, such as a heading, list or paragraph in a table
Font information	Text formatting in the segments
Deletable markups	Markups which occur in the segments and can be deleted (e.g. the and markups for bold)
Non-deletable markups	Markups which occur in the segments and cannot be deleted
Indexes, wildcards	Placeholders for index entries, cross-references etc.
Fields, variables	Fields and variables which occur in the segments
Special characters	Special characters which occur in the segments (e.g. ™, © or ®)
Unchanged words	Words which are not translated (e.g. product names or geographical designations)

Weighting of markups for the alignment

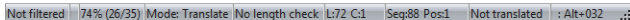
Coefficients	Explanation
Translated words	Translation of source language words which occur in the segments: <ul style="list-style-type: none"> ● Entries in the project dictionaries ● Entries in the internal word list
Numbers	Occurrence and values of numbers in the segments
Word count	Number of words in the segments Transit takes account of the typical ratio of words in the source and target languages.
Byte count	Number of characters in the segments Transit takes account of the typical ratio of characters in the source and target languages.

Weighting of markups for the alignment (cont.)

12 Appendix

Transit editor

Information in the status bar When you work on a language pair, the status bar provides you with the following information:



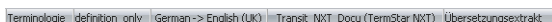
Status bar: information on the active segment

- Indication of whether a segment filter is active for the source or target language
- Percentage length that the target language segment has in comparison to the source language segment (based on the number of characters), e.g. 74% (26/35), especially interesting when localising
- Mode in which you process the language pair, e.g. Proofreading, Markup, Int. rep., Check int., Alignment
- If none of these modes is selected, Mode: Translate is displayed.
- Actual and setpoint values of length check in case a length check is active
- Cursor position relative to the original document, e.g. L:72 C:1
- Cursor position within the language pair, e.g. Seg:38 Pos:8
- Segment status of the active segment (e.g. Not translated, » Possible segment statuses, page 194)
- Encoding of the character or markup to the right of the current cursor position, e.g. ALT+032 for a space

If the project contains resource files or GRIPS data, the status bar also displays additional context information.

- Resource files: information on whether the text to be translated is part of a menu or a window
- GRIPS data: information on the GRIPS coordinates

When you work on the **TermStar (project dictionaries)** tab, the status bar provides you with the following information:



Status bar: Information when searching the project dictionaries

- Last entered search text, e.g. Terminologie
- Name of the active data record filter, e.g. definition_only

- Currently selected source and target language of the project dictionaries, e.g. German -> English (UK)
- Name of the project dictionary (and the corresponding database) that contains the data record found or filtered
- Source language term of the active dictionary entry, e.g. `Übersetzungsextrakt`

Display of the segment status in the Transit editor

Transit can display the segment status in the editor. The marker can either be displayed at the end of the segment or in the info column. How the segment status is displayed depends on which setting you have selected. In the info column, the segment status is displayed in a separate column, to the right of the segment number.

Status indicator	Example	Explanation
No status indicator	<code><<2410>></code>	<ul style="list-style-type: none"> ● Segment is not translated ● Status: Not translated or Draft
Tilde	<code><<2410~>></code>	<ul style="list-style-type: none"> ● Segment has been pretranslated with updates and requires checking ● No difference in text ● Symmetrical differences in the numbers and markups only. ● Status: Check pretranslation <p>The differences between the current segment and the segment in the reference material are due to the numbers and markups only.</p> <p>Check the numbers and markups in the pretranslated segment.</p>
Percentage sign	<code><<2410%>></code>	<ul style="list-style-type: none"> ● Segment has been pretranslated with updates and requires checking ● Minor differences in text ● Symmetrical differences in the numbers and markups. ● Status: Check pretranslation <p>There are minor differences between the current segment and the reference segment.</p> <p>Check the text, numbers and markups.</p>
Exclamation mark	<code><<2410!>></code>	<ul style="list-style-type: none"> ● Segment has been pretranslated with updates and requires checking ● Differences in text ● Asymmetrical differences in the numbers and markups. ● Status: Check pretranslation <p>There are moderate differences between the current segment and the reference segment.</p> <p>Check the text, numbers and markups.</p>

Displaying the segment status with the segment marker

Status indicator	Example	Explanation
Hash sign	<<2410#>>	<ul style="list-style-type: none"> ● Segment has been pretranslated with updates and requires checking ● Differences in text ● Asymmetrical differences in the numbers and markups. ● Status: Check pretranslation <p>There are considerable differences between the current segment and the reference segment. Check the text, numbers and markups.</p>
Plus sign	<<2410+>>	<p>Segment has been pretranslated or automatically translated as internal repetition.</p> <ul style="list-style-type: none"> ● Status: Translated (or higher)
Asterisk		<p>If you change the status to Translated or higher, Transit attaches the * character to the segment number.</p>
	<<2410*>>	<p>You have assigned the status Translated or higher to a segment with the status Not translated.</p> <ul style="list-style-type: none"> ● Status: Translated or higher
	<<2410#*>>	<p>You have assigned the status Translated or higher to a segment with the status Check pretranslation.</p> <ul style="list-style-type: none"> ● Status: Translated or higher

Displaying the segment status with the segment marker (cont.)

Displayed abbreviations for markup type

Transit displays the markup types using the following abbreviations:

Abbreviation	Meaning
IDX	Index marker
FLD	Field
REF	Reference point/Reference target
VAR	Variable
IMG	Image reference
ANCR	Anchor for tables, embedded objects, hidden objects, etc.
FN	Footnote reference
b	Bold
i	Italics
sub	Subscript
sup	Superscript
u	Underlined
str	Striked out

Abbreviations for markup types

Lower case letters stand for "deletable" markups, upper case letters stand for "non-deletable" markups.

Abbreviation	Meaning
f	Different font
inl	Deletable element
INL	Non-deletable element

Abbreviations for markup types (cont.)

Lower case letters stand for "deletable" markups, upper case letters stand for "non-deletable" markups.

PDF viewer: Supported source applications The PDF viewer/Word preview (» [page 227](#)) supports PDFs created with the following applications:

- FrameMaker
- InDesign
- PowerPoint
- QuarkXPress
- RTF
- Visio
- Word

Multimedia viewer: Supported graphic formats The Multimedia viewer (» [page 230](#)) supports the following formats:

- Windows Bitmap (*.bmp)
- Multipage Paintbrush (*.dcm)
- Drawing Interchange Format (*.dxf)
- Encapsulated PostScript (*.eps)
- Kodak FlashPix (*.fpx)
- IBM Linkway (*.fmf)
- Graphics Interchange Format (*.gif)
- GEM Paint (*.img)
- Joint Photographic Experts Group, JPEG (*.jpg)
- JPEG 2000 (*.jp2)
- Kodak Photo CD Format (*.pcd)
- Paintbrush (*.pcx)
- Portable Network Graphics (*.png)
- PDF Image Format (*.pdf)
- Targa Image File (*.tga)
- Tagged Image Format (*.tif)
- Windows Metafile (*.wmf)
- Word Perfect Graphics (*.wpg)

Quality assurance

Options for checking number formats

The following table details the options for checking the modification of decimal and thousands delimiters:

Option	Source language	Target language
Do not check	Transit does <u>not</u> check decimal and thousand delimiters, i.e. it ignores any differences.	
Unchanged	<ul style="list-style-type: none"> ● Decimal delimiters should be the same in source and target languages. ● Thousand delimiters should be the same in source and target languages. 	
Dot to comma	<ul style="list-style-type: none"> ● Decimal point Example: 3.5 ● Dot as thousand delimiter Example: 2.004 	<ul style="list-style-type: none"> ● Decimal comma Example: 3,5 ● Comma as thousand delimiter Example: 2,004
Comma to dot	<ul style="list-style-type: none"> ● Decimal comma Example: 3,5 ● Comma as thousand delimiter Example: 2,004 	<ul style="list-style-type: none"> ● Decimal point Example: 3.5 ● Dot as thousand delimiter Example: 2.004

Options for checking decimal and thousand delimiters

The following options are available only for the thousand delimiter:

Option	Source language	Target language
Dot to space	Dot as thousand delimiter Example: 2.004	Space as thousand delimiter Example: 2 004
Space to dot	Space as thousand delimiter Example: 2,004	Dot as thousand delimiter Example: 2.004
Comma to space	Comma as thousand delimiter Example: 2,004	Space as thousand delimiter Example: 2 004
Space to comma	Space as thousand delimiter Example: 2 004	Comma as thousand delimiter Example: 2,004
Dot deleted	Dot as thousand delimiter Example: 2.004	No thousand delimiter Example: 2004
Comma deleted	Comma as thousand delimiter Example: 2,004	No thousand delimiter Example: 2004
Space deleted	Space as thousand delimiter Example: 2 004	No thousand delimiter Example: 2004

Additional options for checking thousand delimiters

Option	Source language	Target language
Dot inserted	No thousand delimiter Example: 2004	Dot as thousand delimiter Example: 2.004
Comma inserted	No thousand delimiter Example: 2004	Comma as thousand delimiter Example: 2,004
Space inserted	No thousand delimiter Example: 2004	Space as thousand delimiter Example: 2,004
Apostrophe inserted	No thousand delimiter Example: 2004	Apostrophe as thousand delimiter Example: 2'004
Apostrophe deleted	Apostrophe as thousand delimiter Example: 2'004	No thousand delimiter Example: 2004
Apostrophe to dot	Apostrophe as thousand delimiter Example: 2'004	Dot as thousand delimiter Example: 2.004
Apostrophe to comma	Apostrophe as thousand delimiter Example: 2'004	Comma as thousand delimiter Example: 2,004
Apostrophe to space	Apostrophe as thousand delimiter Example: 2'004	Space as thousand delimiter Example: 2,004
Dot to apostrophe	Dot as thousand delimiter Example: 2.004	Apostrophe as thousand delimiter Example: 2'004
Comma to apostrophe	Comma as thousand delimiter Example: 2,004	Apostrophe as thousand delimiter Example: 2'004
Space to apostrophe	Space as thousand delimiter Example: 2,004	Apostrophe as thousand delimiter Example: 2'004

Additional options for checking thousand delimiters (cont.)



Using spaces as thousand delimiters

When checking for the use of spaces as thousand delimiters, Transit makes a distinction between normal, non-breaking and typographical spaces.

Report Manager

Import report columns The Import report (» [page 312](#)) can contain the following columns:

Column	Meaning
Repetitions	Segments that are internal repetitions Column is only displayed if Show repetition column is checked in the Report Manager (» step 7 , page 315).
Locked	Segments that are locked at the time of the analysis Column is only displayed if Locked segments is checked in the report options (» Specifying the weighting factors , page 391).
Pretranslated	Segments that have been pretranslated during import.
Pretranslated (Spellchecked)	Segments that have been pretranslated and assigned the status Spellchecked during import (e.g. by applying the status of the reference segment). Column is only displayed if Spellchecked or higher is checked and selected in the report options (» Specifying the weighting factors , page 391).
Pretranslated (Checked 1)	same as above, with assigned status Checked 1
Pretranslated (Checked 2)	same as above, with assigned status Checked 2
Pretranslated (Paragraph context)	Segments that have been pretranslated during import in the context of a whole paragraph. Context-based pretranslation is an optional function. If you wish to use this function and have it activated, please contact the STAR Group (» Contact , page 2).
Pretranslated (Structure context)	Segments that have been pretranslated during import in the context of an entire structural unit (e.g. list, table, chapter or entire document) Context-based pretranslation is an optional function. If you wish to use this function and have it activated, please contact the STAR Group (» Contact , page 2).
Machine translated	Segments for which a machine translation was inserted into the target language during import (» "Machine translation" project settings , page 117). Column is only displayed if Machine-translated segments is checked in the report options (» Specifying the weighting factors , page 391).
Check pretranslation	Segments that have been pretranslated during import but need to be checked (e.g. due to automatic adjustment of numbers/markups, different language direction of the reference material or other pretranslation settings; » Pretranslation details , page 112).
100%	Non-pretranslated segments for which 100% matches were found in the reference material during import (not pretranslated e.g. due to translation variants). Column is only displayed if 100% is checked in the report options (» Specifying the weighting factors , page 391).

Column	Meaning
xx% - yy%	Non-pretranslated segments for which fuzzy matches within the specified quality range were found in the reference material during import. Columns are only displayed if the corresponding fuzzy ranges are checked and set in the report options (» Specifying the weighting factors , page 391).
Not translated units	Non-pretranslated segments for which no fuzzy matches were found in the reference material during import.
Total	Total of all columns

Progress report columns The Progress report (» [page 312](#)) contains separate columns for all segment status that occur in the analysed project files (» [Possible segment statuses](#), page 194).

Translation report columns The Translation report (» [page 313](#)) can contain the following columns:

Column	Meaning
Locked	Segments that are locked at the time of the analysis Column is only displayed if Locked segments is checked in the report options (» Specifying the weighting factors , page 391).
Not translated	Segments that are not yet translated
Pretranslated	Segments that have been pretranslated.
Pretranslated (Spellchecked)	Segments that have been pretranslated and assigned the status Spellchecked during import (e.g. by applying the status of the reference segment). Column is only displayed if Spellchecked or higher is checked and selected in the report options (» Specifying the weighting factors , page 391).
Pretranslated (Checked 1)	same as above, with assigned status Checked 1
Pretranslated (Checked 2)	same as above, with assigned status Checked 2
Pretranslated (Paragraph context)	Segments that have been pretranslated in the context of a whole paragraph. Context-based pretranslation is an optional function. If you wish to use this function and have it activated, please contact the STAR Group (» Contact , page 2).
Pretranslated (Structure context)	Segments that have been pretranslated in the context of an entire structural unit (e.g. list, table, chapter or entire document) Context-based pretranslation is an optional function. If you wish to use this function and have it activated, please contact the STAR Group (» Contact , page 2).

Column	Meaning
Machine translated	<p>Segments that have been translated with the help of machine translation:</p> <ul style="list-style-type: none"> ● Machine translation inserted into the target language during import (» "Machine translation" project settings, page 117). ● Translated by the user with the help of MT suggestions generated during import ("Import MT") ● Translated by the user with the help of the MT suggestion that was requested interactively by the user ("Editor MT", » Requesting a machine translation interactively, page 171) <p>Column is only displayed if Machine-translated segments is checked in the report options (» Specifying the weighting factors, page 391).</p>
Pretranslation not checked	<p>Segments that have been pretranslated but need to be checked (e.g. due to automatic adjustment of numbers/markups, different language direction of the reference material or other pretranslation settings; » Pretranslation details, page 112).</p>
Pretranslation checked	<p>Segments that have been pretranslated and checked/confirmed by a user.</p>
Translated	<p>Segments that have been translated from scratch by a user (without fuzzy match or machine translation)</p>
100%	<p>Segments that have been translated by a user with the help of a 100% match.</p> <p>Column is only displayed if 100% is checked in the report options (» Specifying the weighting factors, page 391).</p>
xx - yy%	<p>Segments that have been translated by a user with the help of a fuzzy matches within the specified quality range.</p> <p>Columns are only displayed if the corresponding fuzzy ranges are checked and set in the report options (» Specifying the weighting factors, page 391).</p>
Total	<p>Total of all columns</p>

13 Keyboard shortcuts



Alternative for PLUS/MINUS (numeric keypad): F1/F2 keys

Most keyboard shortcuts for segment navigation use the PLUS and MINUS keys of the numeric keypad.

If your computer does not have a numeric keypad (e.g. your laptop), you can use the function keys F1 and F2 as an alternative.

Example:

- Go to previous `Not translated` segment: CTRL+F1 (instead of CTRL+MINUS)
- Go to next `Not translated` segment: CTRL+F2 (instead of CTRL+PLUS)

Exception: The F1 key without an additional key is reserved by Windows for calling up the online help. Therefore it does not navigate to the previous segment (like the MINUS key on the numeric keypad).

General functions

Function	Shortcut
Delete the character at the cursor position	DEL
Find	CTRL+F
Find next	ALT+CTRL+Y
Replace	CTRL+H
Go to	CTRL+G
Print file	CTRL+P
Undo	ALT+BACKSPACE key
Close window	ESC
Close language pair	CTRL+F4
Save language pair	CTRL+S
Exit Transit	ALT+F4

General functions

Moving between windows

Function	Shortcut
Back one open language pair	ALT+F7
Forward one open language pair	ALT+F8

Moving between windows

Function	Shortcut
Switch between the tabs	CTRL+Tab
Switch to the source language pane	ALT+1
Switch to the target language pane	ALT+2
Switch to the Terminology window	ALT+3
Switch to the Segment info window	ALT+4
Switch to the Source fuzzy window	ALT+5
Switch to the Target fuzzy window	ALT+6
Switch to the Markup window	ALT+7
Switch to the viewer for the project's file format (e.g. PDF viewer for InDesign or Word / HTML viewer for HTML files)	ALT+8
Switch to the File navigation window	ALT+9

Moving between windows (cont.)

Translating in the Transit editor

Function	Shortcut
Confirm the active segment and assign new segment status.	ALT+INS
Move the cursor to the next segment to be processed and search for fuzzy matches there.	
Search for fuzzy matches for the current segment	ALT+ENTER
Request machine translation for the current segment	ALT+M
Start concordance search for the highlighted text (» Dual Concordance search , page 232)	CTRL+ALT+F
Undo translation of current segment (» step 3 , page 151)	CTRL+ALT+BACKSPACE key
Delete update marker	In the target language window or the fuzzy window: ALT+U
Not permitting segments as reference material (» page 161)	CTRL+ALT+R
Preventing/permitting the editing of segments (» page 163)	CTRL+ALT+L

Translating in the Transit editor

Navigating between segments

Function	Shortcut
Navigating based on the current status:	
● Go to previous Not translated segment	CTRL+MINUS (numeric keypad)
● Go to next Not translated segment	CTRL+PLUS (numeric keypad)
● Go to previous segment with the status Check pretranslation	ALT+MINUS (numeric keypad)
● Go to next segment with the status Check pretranslation	ALT+PLUS (numeric keypad)
● Go to previous Not translated or Check pretranslation segment	CTRL+ALT+MINUS (numeric keypad)

Navigating between segments

If your computer does not have a numeric keypad, you can use the function keys F1 and F2 instead of MINUS and PLUS (» [Alternative for PLUS/MINUS \(numeric keypad\): F1/F2 keys](#), page 434).

Function	Shortcut
● Go to next Not translated or Check pretranslation segment	CTRL+ALT+PLUS (numeric keypad)
Navigating based on the status directly after import:	
● Go to previous Not translated segment	SHIFT+CTRL+MINUS (numeric keypad)
● Go to next Not translated segment	SHIFT+CTRL+PLUS (numeric keypad)
● Go to previous segment with the status Check pretranslation	SHIFT+ALT+MINUS (numeric keypad)
● Go to next segment with the status Check pretranslation	SHIFT+ALT+PLUS (numeric keypad)
● Go to previous Not translated or Check pretranslation segment	SHIFT+CTRL+ALT+MINUS (numeric keypad)
● Go to next Not translated or Check pretranslation segment	SHIFT+CTRL+ALT+PLUS (numeric keypad)
Navigating based on a segment filter:	
● Selecting the segment filter	SHIFT+Multiply (numeric keypad)
● Go to previous segment that complies with the filter criteria	CTRL+Divide (numeric keypad)
● Go to next segment that complies with the filter criteria	CTRL+Multiply (numeric keypad)
Segments with revisions:	
● Previous segment with revision	CTRL+MINUS (numeric keypad)
● Next segment with revision	CTRL+PLUS (numeric keypad)

Navigating between segments (cont.)

If your computer does not have a numeric keypad, you can use the function keys F1 and F2 instead of MINUS and PLUS (» [Alternative for PLUS/MINUS \(numeric keypad\): F1/F2 keys](#), page 434).

Moving the cursor

Function	Shortcut
Move one character to the left	LEFT ARROW
Move one character to the right	RIGHT ARROW
Move one word to the left	CTRL+LEFT ARROW
Move one word to the right	CTRL+RIGHT ARROW
Go to start of segment	ALT+LEFT ARROW
Go to end of segment	ALT+RIGHT ARROW
Go to beginning of line	HOME
Go to end of line	END
Go to next segment	PLUS (numeric keypad)
Go to previous segment	MINUS (numeric keypad)
Move up one line	UP ARROW

Moving the cursor

Function	Shortcut
Move down one line	DOWN ARROW
Insert/overwrite	INSERT
Go to first line of the file	CTRL+HOME
Go to last line of the file	CTRL+END
Go to first line in the active window pane	CTRL+PAGE UP
Go to last line in the active window pane	CTRL+PAGE DOWN
Go to the previous screen	PAGE UP
Go to the next screen	PAGE DOWN

Moving the cursor (cont.)

Formatting text manually

Function	Shortcut
Bold	CTRL+SHIFT+B
Italics	CTRL+SHIFT+I
Underline	CTRL+SHIFT+U
Subscript	CTRL+#
Superscript	CTRL+Plus

Formatting text manually

Selecting and editing text

Function	Shortcut
Highlight one character to the left of the cursor	SHIFT+LEFT ARROW
Highlight one character to the right of the cursor	SHIFT+RIGHT ARROW
Highlight to the beginning of a word	CTRL+SHIFT+LEFT ARROW
Highlight to the end of a word	CTRL+SHIFT+RIGHT ARROW
Highlight to the beginning of a line	SHIFT+HOME
Highlight to the end of a line	SHIFT+END
Highlight to the beginning of a segment	SHIFT+ALT+LEFT ARROW
Highlight to the end of a segment	SHIFT+ALT+RIGHT ARROW
Highlight to the beginning of a language pair	CTRL+SHIFT+HOME
Highlight to the end of a language pair	CTRL+SHIFT+END
Highlight one line up	SHIFT+UP ARROW
Highlight one line down	SHIFT+DOWN ARROW
Highlight one screen up	SHIFT+PAGE UP
Highlight one screen down	SHIFT+PAGE DOWN
Cut selected text	CTRL+X
Copy selected text	CTRL+C
Delete selected text	DEL
Paste selected text	CTRL+V

Selecting and editing text

Function	Shortcut
Changing the case of the highlighted text (» page 221)	SHIFT+F3
Insert non-breaking space	CTRL+Space

Selecting and editing text (cont.)

Internal repetitions mode

Function	Shortcut
Go to the first segment of the next internal repetitions group	CTRL+PLUS (numeric keypad)
Go to the first segment of the previous internal repetitions group	CTRL+MINUS (numeric keypad)
Go to the next segment of the same internal repetitions group	ALT+PLUS (numeric keypad)
Go to the previous segment of the same internal repetitions group	ALT+MINUS (numeric keypad)
Go to the next internal repetition:	CTRL+ALT+ PLUS (numeric keypad)
<ul style="list-style-type: none"> Go to the next segment of the same internal repetitions group If the cursor is already in the last segment of an internal repetitions group: Go to the first segment of the next internal repetitions group 	
Go to the previous internal repetition:	CTRL+ALT+ MINUS (numeric keypad)
<ul style="list-style-type: none"> Go to the previous segment of the same internal repetitions group If the cursor is already in the first segment of an internal repetitions group: Go to the last segment of the previous internal repetitions group 	

Internal repetitions mode

If your computer does not have a numeric keypad, you can use the function keys F1 and F2 instead of MINUS and PLUS (» [Alternative for PLUS/MINUS \(numeric keypad\): F1/F2 keys, page 434](#)).

Starting the format check / Updating the error display

Function	Shortcut
Additionally checks the markup order in the segments	SHIFT+Starting the format check or update of the error display
Additionally checks markups that were removed by selecting Empty & next	CTRL+Starting the format check or update of the error display

Starting the format check / Updating the error display

Working in the error display in the "File navigation" window

Function	Shortcut
Switch between the tabs of the File navigation window	CTRL+PAGE-UP / PAGE-DOWN
Go to the next / previous not-ignored error	CTRL+DOWN ARROW / UP ARROW

Working in the error display in the "File navigation" window

Function	Shortcut
Switch to segment containing an error in the target language window	CTRL+RIGHT ARROW
Ignore errors	CTRL+I
Remove errors from list	CTRL+D

Working in the error display in the "File navigation" window (cont.)

Working with terminology

Function	Shortcut
Replace a word with its (first) translation from the dictionary	ALT+T
Replace a word with its (first) translation from the dictionary and change case	ALT+ SHIFT+T
Select term to replace a word when there are several dictionary suggestions	ALT+K, <letter> <letter> here refers to the letter which is in front of the particular translation in the Terminology window.
Select a term to replace a word when there are several dictionary suggestions and change case	ALT+K, SHIFT+<letter> <letter> here refers to the letter which appears before the desired translation in the Terminology window.
Insert a translation from the dictionary without replacing a word	ALT+G, <letter> <letter> here refers to the letter which appears before the desired translation in the Terminology window.
Insert translation from the dictionary, without replacing, and change case	ALT+G, SHIFT+<letter> <letter> here refers to the letter which is in front of the particular translation in the Terminology window.
Switch to the Terminology window	ALT+3

Working with terminology

Navigating to commented segments

Using keyboard shortcuts you can navigate to commented segments (» [Entering and using comments](#), page 188).

To do so, press ALT+4 to switch to the **Segment info** window and use the following keyboard shortcuts:

Function	Shortcut
Comments from the project manager:	
● Previous comment	ALT+MINUS (numeric keypad)

Navigating to commented segments

If your computer does not have a numeric keypad, you can use the function keys F1 and F2 instead of MINUS and PLUS (» [Alternative for PLUS/MINUS \(numeric keypad\): F1/F2 keys](#), page 434).

Function	Shortcut
● Next comment	ALT+PLUS (numeric keypad)
Comments from the translator or WebCheck reviewer:	
● Previous comment	CTRL+MINUS (numeric keypad)
● Next comment	CTRL+PLUS (numeric keypad)
All comments:	
● Previous comment	ALT+CTRL+MINUS (numeric keypad)
● Next comment	ALT+CTRL+PLUS (numeric keypad)

Navigating to commented segments (cont.)

If your computer does not have a numeric keypad, you can use the function keys F1 and F2 instead of MINUS and PLUS (» [Alternative for PLUS/MINUS \(numeric keypad\): F1/F2 keys](#), page 434).

To switch to the target language segment, press ALT+2.

Alignment mode

Function	Shortcut
Move the cursor to the next segment; segment numbers are synchronised	PLUS (numeric keypad)
Move the cursor to the previous segment; segment numbers are synchronised	MINUS (numeric keypad)
Move the cursor to the next segment which has a change proposal; alignment/change proposals are synchronised	CTRL+PLUS (numeric keypad)
Move the cursor to the previous segment which has a change proposal; alignment/change proposals are synchronised	CTRL+MINUS (numeric keypad)
Move the cursor to the next segment which has the set alignment probability or lower; alignment/change proposals are synchronised	ALT+PLUS (numeric keypad)
Move the cursor to the previous segment which has the set alignment probability or lower; alignment/change proposals are synchronised	ALT+MINUS (numeric keypad)
Move segment	ALT+right-click
Completely delete a segment	ALT+DEL

Alignment mode

If your computer does not have a numeric keypad, you can use the function keys F1 and F2 instead of MINUS and PLUS (» [Alternative for PLUS/MINUS \(numeric keypad\): F1/F2 keys](#), page 434).

14 Appendix: Configuring access to MT systems

Overview Transit supports a wide range of machine translation systems (MT systems).

Before you can request machine translations using Transit, you must configure access to the respective MT system. To do this, you need the corresponding access details and, if necessary, further information about the MT software or the MT provider.

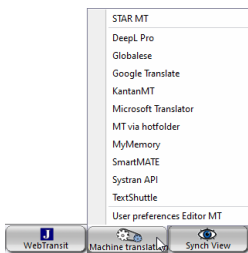


Not necessary for project packages with MT suggestions!

Project managers can generate MT suggestions when importing the project. These are automatically packed into the PPF file you receive from your project manager. Transit then shows you additional translation suggestions that were generated using machine translation (MT).

If you receive such a PPF file, you do not need your own access to an MT system and therefore do not need to configure anything.

To configure the access data, go to the **Machine translation** resource:



The "Machine translation" resource lists all MT systems that are supported by your Transit licence.

For some systems, you can specify further settings such as selection of the desired engine, whether or not terminology or glossaries should be considered, etc. Where you can specify these additional settings depends on whether you want to use the machine translation as Editor MT or Import MT:

- Editor MT

Editor MT means that you access the MT system directly during translation in the Transit editor and interactively request machine translations (» [Requesting a machine translation interactively](#), page 171).

The settings for Editor MT are user-specific and can be defined in the **Machine translation** user preferences (» [User preferences for Editor MT](#), page 367).

- Import MT

Import MT means that Transit accesses the MT system when the project is imported. This allows Transit to generate MT suggestions during import and make them available to the user during the subsequent translation.

The settings for Import MT are project-specific and can be defined in the project settings, under the **Machine translation** tab (» [“Machine translation” project settings](#), page 117).

The following sections describe how to set up the supported MT systems:

- DeepL Pro (» [page 443](#))
- Globalese (» [page 454](#))
- Google Translate (» [page 456](#))
- KantanMT (» [page 458](#))
- Microsoft Translator (» [page 461](#))
- MT via hotfolder (» [page 463](#))
- MyMemory (» [page 465](#))
- SmartMATE (» [page 467](#))
- STAR MT (» [page 469](#))
- Systran API (» [page 474](#))
- TextShuttle (» [page 476](#))



Project manager information for STAR MT

In » [Document “Project manager info: Creating projects with STAR MT”](#), you will find out how to create Transit projects that use STAR MT. There you are in the right place if you want to provide your translators with projects that contain translation suggestions from STAR MT.

You can find the document on our website in the section » [Downloads | Transit & TermStar](#).

DeepL Pro



Requires DeepL package with CAT tool integration

DeepL offers various packages, with different scopes of functionality and suiting different translation volumes. In order for Transit to be able to request machine translations, the DeepL package must support the *CAT Tool Integration* function.

To the best of our knowledge (as of 2023-02), DeepL currently supports CAT tool integration with the *Advanced* and *Ultimate* packages. The API packages from DeepL (*DeepL API Free* and *DeepL API Pro*) currently offer no CAT tool integration.

Check with DeepL before purchasing a package to see if CAT tool integration is included.

What you need for
DeepL

- Authentication key from DeepL
To configure access, you need an authentication key from DeepL. You will receive your individual authentication key when you subscribe to a DeepL package.
- For use as Import MT: Transit licence that supports Import MT
Accessing DeepL when importing the project is an optional function in Transit. This allows Transit to generate MT suggestions during import and make them available to the user during the subsequent translation (» [Import MT](#), page 442).
If you want to enable Transit to use DeepL as Import MT, contact the STAR Group (» [Contact](#), page 2).



Interactive access is supported by all Transit licences

You do not require a special Transit licence to

- access DeepL directly while translating in the Transit editor
- interactively request machine translations (» [Editor MT](#), page 442)

All product versions of Transit support DeepL as Editor MT as standard.

Further settings

- Handle markups
As standard, DeepL also processes markups (» [MT and markups](#), page 172):

Source Fuzzy	
	Machine-Translation (Editor-MT)
New	Der Ceneri-Basistunnel (CBT) ist das letzte Teilprojekt der NEAT, das sich noch im Bau befindet.
MT	Le tunnel-de-base-du-Ceneri (CBT) est le dernier projet-partiel de la NLFA encore en construction.

DeepL usually transfers source language formatting (i.e. markups) to the target language in the appropriate position.

If DeepL regularly formats the target text incorrectly, it may be advisable to request machine translations without markups. In this case, you have to assign the markups yourself afterwards.

You can configure the **Handle markups** setting in the **Machine translation** resource.

- **Tone of voice**

For some target languages, DeepL supports different tones of voice, e.g. to serve different target audiences.

Example: German translation of the English text *"Thanks for your mail."*

- Formal tone: *Vielen Dank für Ihre Mail.*
- Informal tone: *Danke für deine Mail.*

You can specify the tone of voice in the user preferences (for Editor MT) and project settings (for Import MT). With the **Automatic choice** setting, DeepL attempts to determine the most appropriate tone of voice from the source language segment.

Glossaries For some language combinations, DeepL can take into account glossaries containing your terminology. If you select a glossary, DeepL uses the target language terms from your glossary for the machine translation.

You can specify the glossaries in the user preferences (for Editor MT) and project settings (for Import MT).

Please note the following restrictions:

- **Exactly one glossary per language direction and translation**

DeepL can only use one glossary per language direction for machine translation. You cannot combine several glossaries virtually in the way you can with TermStar dictionaries.

Example: If DeepL offers the `Maintenance`, `UserDocs` and `MarCom` glossaries, you have to select one of these three glossaries.

- **Only one target language per glossary**

Each DeepL glossary is bilingual and unidirectional: It can only be used in the language direction that was specified when it was uploaded.

- For multilingual translation projects: For projects with several target languages, you need one glossary per target language and you must select all relevant glossaries.

Example: For a translation project with German as the source language and English, French and Italian as the target languages, you need to select three glossaries (DE-EN, DE-FR and DE-IT).

- For projects with reverse language direction, you will need two separate glossaries and will have to select them on a case-by-case basis.

Example: You can use an EN-DE glossary for English – German translation, but not for German – English.

- **No distinction for language variants**

Regarding glossaries, DeepL does not distinguish between language variants: One glossary is used for the main language and all variants. To distinguish between

language variants, you need separate, complete glossaries for each variant and must select them on a case-by-case basis.

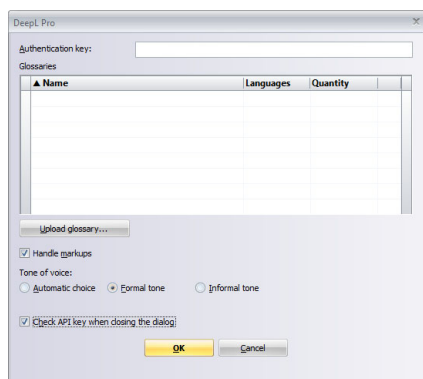
Example: If you have projects with English (UK) and English (US) as target languages, a full glossary for English (UK) and a full glossary for English (US) must be available and must be selected according to the target language of the project.

For information on what you need to consider when creating glossaries for DeepL and how to upload them, see » [DeepL: Creating and uploading glossaries](#), page 447.

Configuring access **How do I configure access to DeepL?**

1. In the resource bar, select **Machine translation | DeepL Pro**.

Transit displays the following window:



To enable Transit to access DeepL, enter the access data here.

2. Define the following:
 - **Authentication key:** This is where you enter the key that you received for DeepL (» [What you need for DeepL](#), page 443).
 - **Glossaries:** Here, Transit displays any glossaries that have already been uploaded. For details on glossaries and how to upload them, see » [DeepL: Creating and uploading glossaries](#), page 447.
 - **Handle markups:** We recommend that you take markups into account, and deactivate this option only in exceptional cases (» [Handle markups](#), page 443).
 - **Tone of voice:** Select the tone of voice that DeepL should use when translating (» [Tone of voice](#), page 444).
 - **Check authentication key when closing the dialog:** We recommend selecting this option. This lets you know whether Transit can access DeepL.

Confirm your entries with **OK**.

Transit closes the window and displays the following message if the access test was successful:

The client credentials are valid.

If Transit displays a different message, check whether you have entered the authentication key correctly.

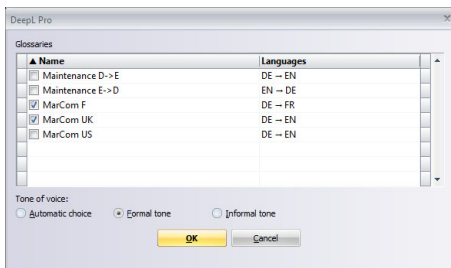
User preference/
project settings
for DeepL

In the user preferences (for » [Editor MT](#), page 442) and project settings (for » [Import MT](#), page 442), you can select DeepL glossaries and a tone of voice.

How do I configure the user preferences/project settings for DeepL?

- Open the user preferences or project settings:
 - User preferences: Click the Transit icon and select **User preferences | Machine translation**.
 - Project settings: Select **Project | Administration | Settings** and go to the **Machine translation** tab.
- To enable Transit to use DeepL as an MT system, tick the box in the first column of the **DeepL Pro** row.
 - Project settings: If DeepL is not displayed, your Transit licence does not support Import MT (» [What you need for DeepL](#), page 443).
- To configure settings for DeepL Pro, click ... at the end of the row.

Transit displays the following window:



You can only select one glossary per language direction.

- In the table, select the glossaries that DeepL should take into account for machine translation. You can only select one glossary per language direction.
 - You can sort the glossaries in ascending or descending order by double-clicking the **Name** column title.
 - The **Languages** column shows the language directions for which the glossaries have been uploaded.
 - When you configure the project settings, Transit only displays the glossaries that are relevant to the project's source and target languages.

For details on how to create and upload additional glossaries, see » [DeepL: Creating and uploading glossaries](#), page 447.

5. Select the **Tone of voice** that DeepL should use in the target language (» [Tone of voice](#), page 444).

Confirm your settings with **OK**.

You can now adjust other user preferences/project settings or close the window with **OK**.

DeepL: Creating and uploading glossaries

What you should know here For some language combinations, DeepL can take into account glossaries containing your terminology. If you select a glossary, DeepL uses the target language terms from your glossary for the machine translation.

For details on how to select the glossaries in the user preferences or project settings, see » [DeepL Pro](#), page 443.

To upload a glossary, you need a glossary file, which must meet specific requirements of DeepL (» [Glossary file requirements](#), page 447).

DeepL glossaries have a number of limitations and special features that may also be relevant when creating the glossaries:

- Exactly one glossary per language direction and translation (» [page 444](#))
- Only one target language per glossary (» [page 444](#))
- No distinction for language variants (» [page 444](#))
- No source language duplicates allowed (» [page 448](#))
- Inflected forms (» [page 449](#))

For information on how to upload and delete glossaries, see » [Uploading glossaries](#), page 450 and » [Deleting glossaries](#), page 452.

DeepL does not support a function to update glossaries. With a workaround, you can still bring glossaries up to date (» [Updating glossaries](#), page 453).



Before creating the glossary file: Check that the language direction is supported

DeepL's glossary function does not support all language directions. Therefore, check whether DeepL supports glossaries in the desired language direction before you start creating the glossary file.

Glossary file requirements The glossary file for DeepL glossaries must meet the following requirements:

- File format
 - Text file with Unicode encoding

Glossary files with other encoding are automatically converted to Unicode by Transit during upload. However, and especially for non-Western languages, this conversion may be ambiguous and may result in unexpected machine translations of DeepL.

We therefore recommend using glossary files with Unicode encoding so that they can be uploaded without conversion.

- Maximum file size: 10 MB
- Contents
 - Each term pair on a separate line
 - Source and target language terms separated by a tab; additional tabs are not allowed.
 - Each line must contain exactly one source language term and one target language term.
 - Source language duplicates are not allowed (» [No source language duplicates allowed](#), page 448).
 - Unicode or other control characters are not allowed.
 - Maximum length per term pair (= line): 1024 UTF8 bytes (i.e. depending on the number of umlauts/special characters/double-byte characters, about 500 to 1000 characters).

If term pairs/lines in the glossary file do not meet the requirements, these term pairs/lines are ignored by DeepL. The rest of the glossary file is usually processed correctly by DeepL. Transit displays a corresponding message during the upload (» [Messages for the glossary upload](#), page 451).

No source language duplicates allowed DeepL does not allow any source language duplicates/homonyms. If the glossary file contains several identical source language terms, only the first term pair is used and the rest are ignored during upload. Therefore, it is also not possible to map target language synonyms in DeepL glossaries:

```
...
Schloss->lock
...
Schloss->castle
...
```

Source language duplicates: When uploading, DeepL ignores the second term pair `Schloss/castle`.

```
...
Heizgerät->heater unit
...
Heizgerät->heating device
...
```

Here, too, the second term pair is ignored. Therefore the target language synonym `heating device` is not taken into account by DeepL.

The reverse situation (target language homonyms) is processed by DeepL without any problems. This allows DeepL to handle source language synonyms when they are included as multiple lines in the glossary file:

```
...
lock->Schloss
...
castle->Schloss
...
```

Target language duplicates: In this case, DeepL can use both term pairs.

```
...
heater unit->Heizgerät
...
heating device->Heizgerät
...
```

Here, too, DeepL accepts both term pairs and can therefore take the original synonym *heating device* into account.



Tips for dealing with duplicates in the source language

- If you do not want to leave the decision on ignored term pairs to chance, manually clean up any source language duplicates in the glossary file before uploading.
- When post-editing, look out for DeepL translations whose source language terms may be homonyms.

Inflected forms DeepL applies morphological rules to the glossary function, i.e. glossary entries in the infinitive are also taken into account and usually translated correctly if they occur in an inflected form in the text to be translated.

However, the machine translation may produce less than ideal results if the glossary has term pairs for infinitive forms and inflected forms. It is then not possible to predict which term pair from the glossary will be used. In some cases, the machine translation may also contain erroneous duplications combining several translations from the glossary.



Tip: Include infinitive forms only

- Include only infinitive forms in the glossary and avoid inflected forms.
- Leave it to DeepL to recognise infinitives autonomously and translate them correctly.

Glossary names When uploading a glossary, you specify a name for the glossary. You and other users select the glossary under this name later in the user preferences or project settings ([» User preference/project settings for DeepL](#), page 446). Therefore, we recommend using self-explanatory glossary names that are also comprehensible to others.

The glossary name must be unique, i.e. each glossary must have its own name. We therefore recommend that the target language or language direction is also included in the glossary name. This allows you to:

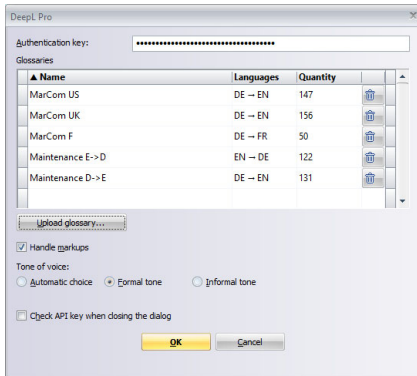
- identify for which target language the respective glossary is suitable in multilingual projects (e.g. MarCom UK or MarCom F)
- identify which language direction the glossary contains, for projects with the reverse language direction (e.g. Maintenance D-E or Maintenance E-D)
- identify, in the case of language variants, for which variant the respective glossary was created (e.g. MarCom US or MarCom UK)

Uploading glossaries To upload a glossary, you need a glossary file (» [Glossary file requirements](#), page 447). You also need to specify a name for the glossary when uploading (» [Glossary names](#), page 449). You select the glossary under this name later in the user preferences or project settings.

How do I upload a glossary?

1. In the resource bar, select **Machine translation | DeepL Pro**.

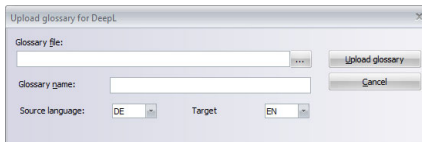
Transit displays the following window:



Transit displays all existing glossaries with the language direction and number of term pairs.

2. Click **Upload glossary**.

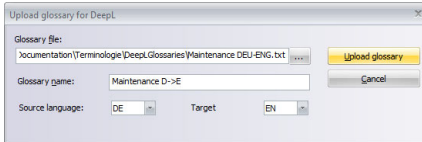
Transit displays the following window:



3. Configure the settings for the glossary:
 - **Glossary file:** Click ... and select the glossary file you want to upload (» [Glossary file requirements](#), page 447).

- **Glossary name:** Enter a name for the glossary here. We recommend a self-explanatory name that also includes the target language or language direction (» [Glossary names](#), page 449).
- **Source language and Target language:** Select the source and target language of the glossary here.
Please note that DeepL cannot distinguish between language variants (» [No distinction for language variants](#), page 444).

4. Click **Upload glossary:**



The glossary name must be unique and should be self-explanatory.

Transit uploads the glossary and displays messages accordingly.

Messages for the glossary upload

After uploading a glossary, Transit displays one of the following messages:

Message	Meaning
Glossary "... " has been uploaded successfully and completely (... term pairs).	The glossary can be used without any restrictions: DeepL has processed all lines (= term pairs) of the glossary file.
Glossary "... " has been uploaded with ... term pairs. ... term pairs did not meet the DeepL requirements and were skipped.	The glossary can be used; however, some term pairs are missing: DeepL could not process some of the lines (= term pairs) of the glossary file. The remaining lines (= term pairs) are contained in the DeepL glossary. Typical causes: <ul style="list-style-type: none"> ● Source language duplicates ● Fewer or more than two terms within one line
Cannot upload glossary "... ". The glossary file does not meet the DeepL requirements.	The glossary cannot be used: DeepL could not create a glossary. Typical causes: <ul style="list-style-type: none"> ● Incorrect coding ● Incorrect file format

Deleting glossaries



GLOSSARIES ARE IRREVOCABLY DELETED!

If you delete a glossary, it will be irrevocably deleted from DeepL.

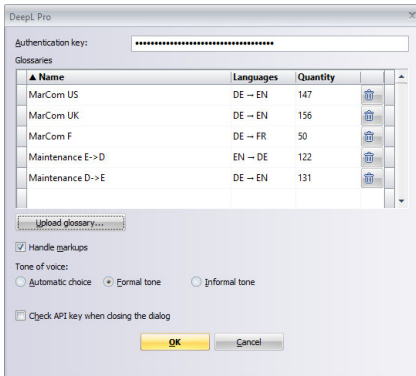
Before deleting, make sure that the glossary is not needed by you or anyone else.

If you have accidentally deleted a glossary, you can only “restore” it if the glossary file still exists and can be uploaded again.

How do I delete a DeepL glossary?

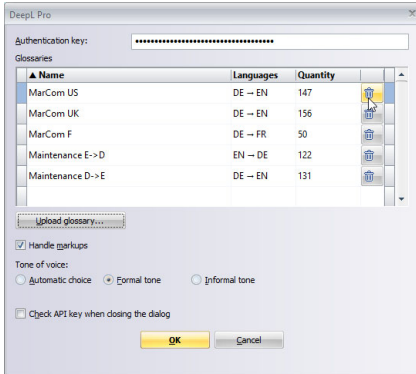
1. In the resource bar, select **Machine translation | DeepL Pro**.

Transit displays the following window:



Transit displays all existing glossaries with the language direction and number of term pairs.

2. Click the **Delete** icon of the glossary you want to delete:



If you delete a glossary, it will be irrevocably deleted from DeepL.

Transit displays the following message:
Do you really want to delete the glossary "..."?

3. Confirm the message with **Yes**.

Transit deletes the selected glossary.

Updating glossaries DeepL does not support a function to update glossaries: Glossaries that have already been uploaded cannot be corrected or added to.

As a workaround, DeepL recommends to delete the existing glossary and to newly upload the modified glossary file.



Use the same glossary name

If you want to “update” a glossary by uploading a new one, you must use exactly the same glossary name in the new upload as in the original glossary. This will apply your glossary selection in the user preferences or project settings to the newly uploaded glossary.

Otherwise, you must adjust the user preferences or project settings by selecting the newly uploaded glossary.

How do I “update” a glossary?

1. In the resource bar, select **Machine translation | DeepL Pro**.
2. Remember or write down the name of the glossary you want to update.
Pay attention to the exact spelling.
3. Delete the glossary you want to update (» [Deleting glossaries](#), page 452).
4. Upload the amended glossary file (» [Uploading glossaries](#), page 450).
Use the previous glossary name that you have remembered or noted down in » [step 2](#), page 453.
Pay attention to the exact spelling.

The glossary is available under the same name with updated content.



Message due to glossary no longer being available

If the name of the new glossary differs from the previous one, the next time Transit is started or a project is opened, Transit displays a message that the specified glossary is no longer available.

In this case, you must adjust the glossary selection in the user preferences or project settings and select the glossary with the new name.

Globalese

What you need for Globalese

- URL and API key from Globalese
To configure access, you need the server URL and an API key from Globalese. You will receive your individual URL and API key when you set up a Globalese account.
- For use as Import MT: Transit licence that supports Import MT
Accessing Globalese when importing the project is an optional function in Transit. This allows Transit to generate MT suggestions during import and make them available to the user during the subsequent translation (» [Import MT](#), page 442). If you want to enable Transit to use Globalese as Import MT, contact the STAR Group (» [Contact](#), page 2).



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You do not require a special Transit licence to

- access Globalese directly while translating in the Transit editor
- interactively request machine translations (» [Editor MT](#), page 442)

All product versions of Transit support Globalese as Editor MT as standard.

Configuring access How do I configure access to Globalese?

access

1. In the resource bar, select **Machine translation | Globalese**.

Transit displays the following window:

To enable Transit to access Globalese, enter the access data here.

2. Define the following:
 - **URL of the Globalese server** and **API key**: This is where you enter the URL and the key that you received for Globalese (» [What you need for Globalese](#), page 454).
 - **Check URL and API key when closing the dialog**: We recommend selecting this option. This lets you know whether Transit can access Globalese.

Confirm your entries with **OK**.

Transit closes the window and displays the following message if the access test was successful:

The client credentials are valid.

If Transit displays a different message, check whether you have entered the URL and API key correctly.

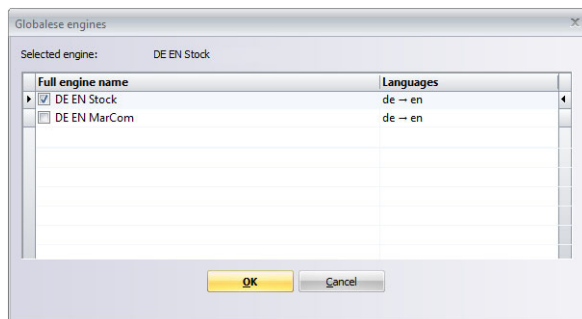
User preference/
project settings
for Globalese

In the user preferences (for » [Editor MT](#), page 442) and project settings (for » [Import MT](#), page 442), you can select a Globalese engine.

How do I configure the user preferences/project settings for Globalese?

- Open the user preferences or project settings:
 - User preferences: Click the Transit icon and select **User preferences | Machine translation**.
 - Project settings: Select **Project | Administration | Settings** and go to the **Machine translation** tab.
- To enable Transit to use Globalese as an MT system, tick the box in the first column of the **Globalese** row.
 - Project settings: If Globalese is not displayed, your Transit licence does not support Import MT (» [What you need for Globalese](#), page 454).
- To configure settings for Globalese, click ... at the end of the row.

Transit displays the following window:



Transit displays the currently used engine as **Selected engine**.

- Select the engine you want Globalese to use for machine translation.
 - Make sure that you select an engine which has the same source and target language as your current translation project. The **Languages** column shows the language directions for which the engines have been created.

Confirm your settings with **OK**.

You can now adjust other user preferences/project settings or close the window with **OK**.

Google Translate

What you need for Google Translate

- **API key from Google**
To configure access, you need an API key from Google.
To obtain your individual API key, contact Google.
- **For use as Import MT: Transit licence that supports Import MT**
Accessing Google Translate when importing the project is an optional function in Transit. This allows Transit to generate MT suggestions during import and make them available to the user during the subsequent translation (» [Import MT](#), page 442).
If you want to enable Transit to use Google Translate as Import MT, contact the STAR Group (» [Contact](#), page 2).



Interactive access is supported by all Transit licences

You do not require a special Transit licence to

- access Google Translate directly while translating in the Transit editor
- interactively request machine translations (» [Editor MT](#), page 442)

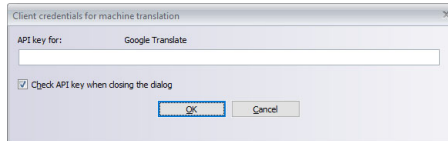
All product versions of Transit support Google Translate as Editor MT as standard.

Configuring access

How do I configure access to Google Translate?

1. In the resource bar, select **Machine translation | Google Translate**.

Transit displays the following window:



To enable Transit to access Google Translate, enter the access data here.

2. Define the following:
 - **API key for Google Translate:** This is where you enter the key that you received for Google Translate (» [What you need for Google Translate](#), page 456).
 - **Check API key when closing the dialog:** We recommend selecting this option. This lets you know whether Transit can access Google Translate.

Confirm your entries with **OK**.

Transit closes the window and displays the following message if the access test was successful:

The client credentials are valid.

If Transit displays a different message, check whether you have entered the API key correctly.

User preferences/
project settings

Google Translate does not support any additional settings that you could configure in the user preferences or project settings.

You can only configure access there, as you can in the resource bar (» [Configuring access](#), page 456).

KantanMT

What you need for KantanMT

- API key from KantanMT
To configure access, you need an API key from KantanMT.
You will receive your individual API key when you set up a KantanMT account.
- For use as Import MT: Transit licence that supports Import MT
Accessing KantanMT when importing the project is an optional function in Transit. This allows Transit to generate MT suggestions during import and make them available to the user during the subsequent translation (» [Import MT](#), page 442).
If you want to enable Transit to use KantanMT as Import MT, contact the STAR Group (» [Contact](#), page 2).



Interactive access is supported by all Transit licences

You do not require a special Transit licence to

- access KantanMT directly while translating in the Transit editor
- interactively request machine translations (» [Editor MT](#), page 442)

All product versions of Transit support KantanMT as Editor MT as standard.

Engine selection and default engine

One KantanMT account can support multiple engines.

In your KantanMT account, you can set one of the engines as the default engine. In this case, in the Transit project settings, you can select another engine that KantanMT should use instead of the default engine (» [User preference/project settings for KantanMT](#), page 459).

If no default engine is defined in your KantanMT account, you must select an engine in the Transit project settings.

Engine names and aliases

In your KantanMT account, you can specify whether KantanMT should use the “*full engine name*” or a short, easy-to-remember “*alias*”.

By default, Transit uses the full engine names to access KantanMT engines.

If you want Transit to access the KantanMT engines via the aliases instead, you must tick the corresponding option when selecting the engine (» [User preference/project settings for KantanMT](#), page 459).

Timeout due to delayed start-up of the KantanMT server

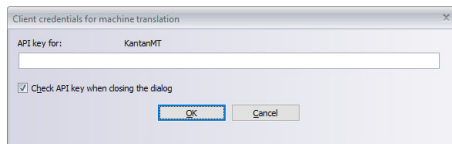
KantanMT may have to start up its server when a translation is requested again after a longer period of time.

According to KantanMT, “*start-ups can take a few minutes*” (depending on the size of the engine). Therefore, the initial translation requests from Transit may result in a timeout before the KantanMT server starts running and returning results.

Configuring access **How do I configure access to KantanMT?**

1. In the resource bar, select **Machine translation | KantanMT**.

Transit displays the following window:



To enable Transit to access KantanMT, enter the access data here.

2. Define the following:
 - **API key for KantanMT:** This is where you enter the key that you received for KantanMT (» [What you need for KantanMT](#), page 458).
 - **Check API key when closing the dialog:** We recommend selecting this option. This lets you know whether Transit can access KantanMT.

Confirm your entries with **OK**.

Transit closes the window and displays the following message if the access test was successful:

The client credentials are valid.

If Transit displays a different message, check whether you have entered the API key correctly.

- User preference/
project settings
for KantanMT
- In the user preferences (for » [Editor MT](#), page 442) and project settings (for » [Import MT](#), page 442), you can select a KantanMT engine.

How do I configure the user preferences/project settings for KantanMT?

1. Open the user preferences or project settings:
 - User preferences: Click the Transit icon and select **User preferences | Machine translation**.
 - Project settings: Select **Project | Administration | Settings** and go to the **Machine translation** tab.
2. To enable Transit to use KantanMT as an MT system, tick the box in the first column of the **KantanMT** row.
 - Project settings: If KantanMT is not displayed, your Transit licence does not support Import MT (» [What you need for KantanMT](#), page 458).
3. To configure settings for KantanMT, click ... at the end of the row. Transit displays the **Engines for machine translation** window.
4. Select **Use alias names** if your KantanMT account is configured to use aliases (» [Engine names and aliases](#), page 458).
5. Select the engine you want KantanMT to use for machine translation. Transit displays the currently used engine as **Selected engine**.

- Make sure that you select an engine which has the same source and target language as your current translation project. The **Languages** column shows the language directions for which the engines have been created.
- You must select an engine here if no default engine is defined in your KantanMT account. Otherwise, you can select an engine here that should be used instead of the default engine (» [Engine selection and default engine](#), page 458).

Confirm your settings with **OK**.

You can now adjust other user preferences/project settings or close the window with **OK**.

Microsoft Translator

What you need for
Microsoft
Translator

- Cognitive Services key from Microsoft
To configure access, you need a Cognitive Services key.
To obtain your individual Cognitive Services key, contact Microsoft.
- Information about categories (optional, for custom translation systems)
Microsoft Translator supports custom translation systems (“*Custom Translator*”).
To take a custom translation system into account, you require its “*Category ID*”. To obtain the category ID, contact the person who manages the Microsoft Translator account.
The category IDs must be entered in a Transit configuration file. Please contact the STAR Group for this (» [Contact](#), page 2).
- For use as Import MT: Transit licence that supports Import MT
Accessing Microsoft Translator when importing the project is an optional function in Transit. This allows Transit to generate MT suggestions during import and make them available to the user during the subsequent translation (» [Import MT](#), page 442).
If you want to enable Transit to use Microsoft Translator as Import MT, contact the STAR Group (» [Contact](#), page 2).



Interactive access is supported by all Transit licences

You do not require a special Transit licence to

- access Microsoft Translator directly while translating in the Transit editor
- interactively request machine translations (» [Editor MT](#), page 442)

All product versions of Transit support Microsoft Translator as Editor MT as standard.

Configuring
access

How do I configure access to Microsoft Translator?

1. In the resource bar, select **Machine translation | Microsoft Translator**.

Transit displays the following window:

To enable Transit to access Microsoft Translator, enter the access data here.

2. Define the following:

- **Cognitive Services key:** This is where you enter the key that you received for Microsoft Translator (» [What you need for Microsoft Translator](#), page 461).
- **Use category:** If you want to use a custom translation system, tick the option and select the category ID of the translation system.
- **Check Cognitive Services key when closing the dialog:** We recommend selecting this option. This lets you know whether Transit can access Microsoft Translator.

Confirm your entries with **OK**.

Transit closes the window and displays the following message if the access test was successful:

The client credentials are valid.

If Transit displays a different message, check whether you have entered the Cognitive Services key correctly.

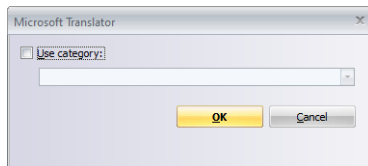
User preference/
project settings
for Microsoft
Translator

In the user preferences (for » [Editor MT](#), page 442) and project settings (for » [Import MT](#), page 442) you can select a custom translation system (“*Custom Translator*”) from Microsoft Translator.

How do I configure the user preferences/project settings for Microsoft Translator?

1. Open the user preferences or project settings:
 - User preferences: Click the Transit icon and select **User preferences | Machine translation**.
 - Project settings: Select **Project | Administration | Settings** and go to the **Machine translation** tab.
2. To enable Transit to use Microsoft Translator as an MT system, tick the box in the first column of the **Microsoft Translator** row.
 - Project settings: If Microsoft Translator is not displayed, your Transit licence does not support Import MT (» [What you need for Microsoft Translator](#), page 461).
3. To configure settings for Microsoft Translator, click ... at the end of the row.

Transit displays the following window:



You can select the category ID of your custom translation system here.

4. To use a custom translation system (“*Custom Translator*”), tick the **Use category** option and select the category ID of the translation system.

Confirm your settings with **OK**.

You can now adjust other user preferences/project settings or close the window with **OK**.

MT via hotfolder

The `MT via hotfolder` interface supports the exchange of data with MT systems via “*hot folders*” (monitored folders in the file system):

- When importing a project, Transit saves the texts to be machine translated as TMX or XLIFF file in a folder. Once a file is stored there, it is processed and translated by the MT system.
- The MT system then makes the translated TMX or XLIFF file available in a second folder. As soon as the file is saved there, Transit continues the project import.

What you need for the `MT via hotfolder` interface

- Information about the exchange format and folders
In order to be able to configure the data exchange between Transit and the MT system, you need the following information:
 - Exchange format (TMX or XLIFF)
 - Folder in which the MT system expects to find the TMX or XLIFF file (contains the texts from Transit to be translated)
 - Folder in which the MT system delivers the TMX or XLIFF file (contains the texts translated by the MT system)

To obtain this information, contact the person who configures the MT system.

- Transit licence for data exchange with MT systems via hot folders
Data exchange with MT systems via hot folders is an optional function in Transit. This allows Transit to generate MT suggestions during import and make them available to the user during the subsequent translation (» [Import MT](#), page 442).
If you want to enable Transit to exchange data with MT systems via hot folders, contact the STAR Group (» [Contact](#), page 2).

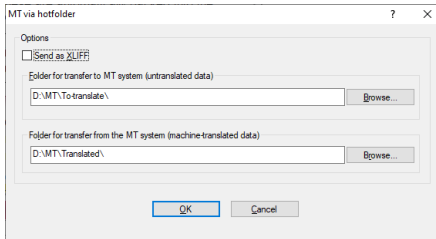
Data exchange with MT systems via hot folders does not support direct, interactive access while translating in the Transit editor (» [Editor MT](#), page 442). Therefore the `MT via hotfolder` interface is not available as Editor MT.

Configuring data exchange

How do I configure data exchange with an MT system via hotfolder?

1. In the resource bar, select **Machine translation | MT via hotfolder**.
If the `MT via hotfolder` entry is not displayed here, your Transit licence needs to be enabled for data exchange with MT systems via hot folders (» [What you need for the MT via hotfolder interface](#), page 463).

Transit displays the following window:



You can specify the folders for data exchange with the MT system here.

2. Define the following (» [Information about the exchange format and folders](#), page 463):
 - **Send as XLIFF:** Select this option if the MT system expects the data in XLIFF format.
If you deselect this option, the data is exchanged in TMX format.
 - **Folder for transfer to MT system:** Click **Browse** and select the folder in which the MT system expects to find the TMX or XLIFF file.
 - **Folder for transfer from the MT system:** Click **Browse** and select the folder in which the MT system should deliver the translated TMX or XLIFF file.

Confirm your entries with **OK**.

Transit closes the window.

User preference/ project settings for MT via hotfolder	For the <code>MT via hotfolder</code> interface, there are no user preferences or project settings. The data exchange is configured via the resource bar (» Configuring data exchange , page 463).
-----------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

MyMemory

- What you need for MyMemory
- **API key**
To configure access, you need an API key from MyMemory.
You will receive your individual API key when you set up a private TM on MyMemory.
 - **For use as Import MT: Transit licence that supports Import MT**
Accessing MyMemory when importing the project is an optional function in Transit. This allows Transit to generate MT suggestions during import and make them available to the user during the subsequent translation (» [Import MT](#), page 442).
If you want to enable Transit to use MyMemory as Import MT, contact the STAR Group (» [Contact](#), page 2).



Interactive access is supported by all Transit licences

You do not require a special Transit licence to

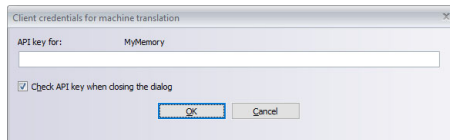
- access MyMemory directly while translating in the Transit editor
- interactively request machine translations (» [Editor MT](#), page 442)

All product versions of Transit support MyMemory as Editor MT as standard.

Configuring access **How do I configure access to MyMemory?**

1. In the resource bar, select **Machine translation | MyMemory**.

Transit displays the following window:



To enable Transit to access MyMemory, enter the access data here.

2. Define the following:
 - **API key for MyMemory:** This is where you enter the key that you received for MyMemory (» [What you need for MyMemory](#), page 465).
 - **Check API key when closing the dialog:** We recommend selecting this option. This lets you know whether Transit can access MyMemory.

Confirm your entries with **OK**.

Transit closes the window and displays the following message if the access test was successful:

The client credentials are valid.

If Transit displays a different message, check whether you have entered the API key correctly.

User preference/
project settings
for MyMemory

MyMemory does not support any additional settings that you could configure in the user preferences or project settings.

You can only configure access there, as you can in the resource bar (» [Configuring access](#), page 465).

SmartMATE

What you need for SmartMATE

- API key from SmartMATE
To configure access, you need an API key from SmartMATE.
To obtain your individual API key, contact SmartMATE.
- Transit licence that supports SmartMATE
Accessing SmartMATE when importing the project is an optional function in Transit. This allows Transit to generate MT suggestions during import and make them available to the user during the subsequent translation (» [Import MT](#), page 442).
If you want to enable Transit to use SmartMATE, contact the STAR Group (» [Contact](#), page 2).

SmartMATE does not support direct, interactive access while translating in the Transit editor (» [Editor MT](#), page 442). Therefore, SmartMATE is not available as Editor MT.

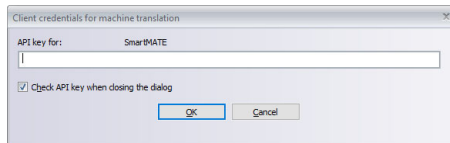
Configuring access

How do I configure access to SmartMATE?

1. In the resource bar, select **Machine translation | SmartMATE**.

If the **SmartMATE** entry is not displayed here, your Transit licence needs to be enabled for SmartMATE (» [What you need for SmartMATE](#), page 467).

Transit displays the following window:



To enable Transit to access SmartMATE, enter the access data here.

2. Define the following:
 - **API key for SmartMATE:** This is where you enter the key that you received for SmartMATE (» [What you need for SmartMATE](#), page 467).
 - **Check API key when closing the dialog:** We recommend selecting this option. This lets you know whether Transit can access SmartMATE.

Confirm your entries with **OK**.

Transit closes the window and displays the following message if the access test was successful:

The client credentials are valid.

If Transit displays a different message, check whether you have entered the API key correctly.

Project settings for SmartMATE In the project settings (for » [Import MT](#), page 442), you can select SmartMATE engines and glossaries.

How do I configure the project settings for SmartMATE?

1. Open the project settings: Select **Project | Administration | Settings** and go to the **Machine translation** tab.
2. To enable Transit to use SmartMATE as an MT system, tick the box in the first column of the **SmartMATE** row.

If the **SmartMATE** entry is not displayed here, your Transit licence needs to be enabled for SmartMATE (» [What you need for SmartMATE](#), page 467).

3. To configure settings for SmartMATE, click ... at the end of the row.
Transit displays the **Engines for machine translation** window.
4. In the left-hand table, select the engine that SmartMATE should take into account for machine translation.

Transit displays the currently used engine as **Selected engine**.

5. In the **Glossaries** table, select the glossary that SmartMATE should take into account for machine translation.
 - You can sort the glossaries in ascending or descending order by clicking **Up** or **Down**.

Confirm your settings with **OK**.

You can now adjust other user preferences/project settings or close the window with **OK**.

STAR MT

What you need for STAR MT

- URL and key (optional) from STAR MT
To configure access, you need the URL of the STAR MT server. Depending on the type of authentication, you will also need an individual key. The URL and key determine which engines you have access to and which language directions are supported (» [Supported languages](#), page 471).
To obtain the URL and the key, contact the person who manages STAR MT.
- Information about the maximum number of parallel requests (threads)
STAR MT can process multiple queries in parallel, significantly speeding up machine translation during import. The appropriate number of parallel requests depends on the configuration of STAR MT.
To obtain this information, contact the person who manages STAR MT.
- Transit licence that supports STAR MT
Accessing STAR MT is an optional function in Transit. This allows you to:
 - generate MT suggestions during import and make them available to the user during the subsequent translation (» [Import MT](#), page 442).
 - access STAR MT directly and interactively request machine translations while translating in the Transit Editor (» [Editor MT](#), page 442).
 If you want to enable Transit to use STAR MT, contact the STAR Group (» [Contact](#), page 2).



Project manager information for STAR MT

In » [Document "Project manager info: Creating projects with STAR MT"](#), you will find out how to create Transit projects that use STAR MT. There you are in the right place if you want to provide your translators with projects that contain translation suggestions from STAR MT.

You can find the document on our website in the section » [Downloads | Transit & TermStar](#).

Configuring access **How do I configure access to STAR MT?**

1. In the resource bar, select **Machine translation | STAR MT**.

If the **STAR MT** entry is not displayed here, your Transit licence needs to be enabled for STAR MT (» [What you need for STAR MT](#), page 469).

Transit displays the following window:

To enable Transit to access STAR MT, enter the access data here.

If Transit displays the overview of STAR MT engines here (» [Supported languages](#), page 471), access to STAR MT is already configured. To configure a different access to STAR MT, press and hold the SHIFT + CTRL keys while selecting **Machine translation | STAR MT**.

2. Define the following:
 - **URL of STAR MT server:** This is where you enter the URL that you received for STAR MT (» [What you need for STAR MT](#), page 469).
 - **Key for STAR MT (optional):** If you also received a key, enter it here.
 - **Max. number of parallel requests (threads):** Here you can specify how many requests are allowed to be sent to STAR MT in parallel.
 - **Check connection when closing the dialog:** We recommend selecting this option. This lets you know whether Transit can access STAR MT.

Confirm your entries with **OK**.

Transit closes the window and displays the following message if the access test was successful:

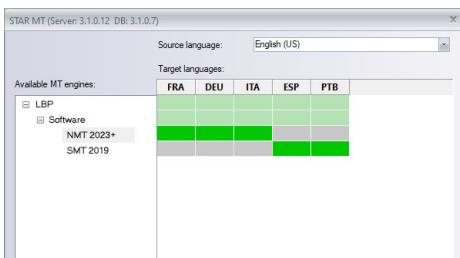
The client credentials are valid.

If Transit displays a different message, check whether you have entered the URL and, if applicable, the key correctly.

Supported languages The languages supported by STAR MT depend on which engines you have access to and for which language directions these engines have been trained.

- Engine overview in the resource bar

Once you have configured access to STAR MT, you can display an overview of the language directions available to you. To do so, select **Machine translation | STAR MT** in the resource bar.



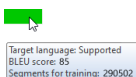
The engines are structured hierarchically, in the example by customer (LBP) and subject (Software).

To display the supported target languages for a source language, select the desired language from the **Source language** list.

The supported target languages are indicated by colours:

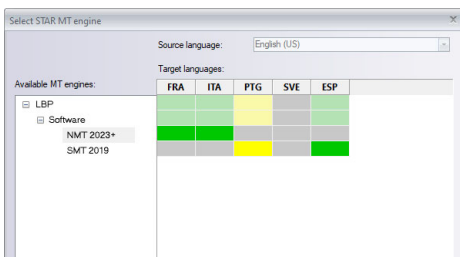
- Green: Target language supported
- Grey: Target language not supported

In the tooltip, you will find details about the engine and the target language:



- Project-specific language support

When you specify the user preferences or project settings for STAR MT, Transit displays an overview of the languages for the current project.



In the user preferences and project settings, Transit displays all target languages that are relevant for the current project.

The source language of the current project is automatically selected.

In the columns, Transit displays all target languages of the current project and whether they are supported by STAR MT:

- Green: Target language supported
- Grey: Target language not supported

If the entire column of a project target language is greyed out (SVE= Swedish in the example), the language is not supported by any engine. It cannot be machine translated.

- Yellow: Target language supported as a variant

Transit can use language variants if there is no dedicated engine for the project target language. The machine translations generated with the variant can then be adapted to the project target language during translation or post-editing.

Example: The project target language PTG (Portuguese) is not supported by STAR MT. However, STAR MT supports the language variant PTB (Portuguese (Brazil)). Transit will use this variant for machine translation.

Languages that are not relevant to the project are not displayed here – even if supported by STAR MT.

User preferences/
project settings
for STAR MT

In the user preferences (for » [Editor MT](#), page 442) and project settings (for » [Import MT](#), page 442), you can select the STAR MT engine.

How do I configure the user preferences/project settings for STAR MT?

1. Open the user preferences or project settings:
 - User preferences: Click the Transit icon and select **User preferences | Machine translation**.
 - Project settings: Select **Project | Administration | Settings** and go to the **Machine translation** tab.

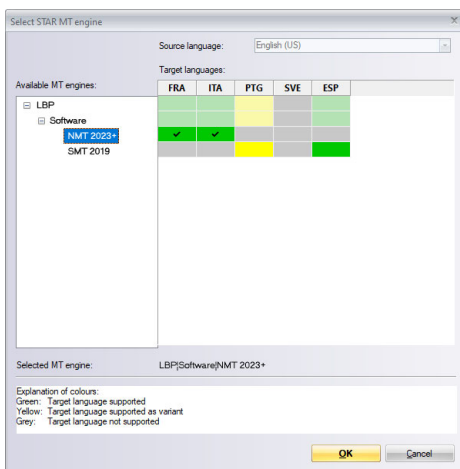
2. To enable Transit to use STAR MT as an MT system, tick the box in the first column of the **STAR MT** row.

If the **STAR MT** entry is not displayed here, your Transit licence needs to be enabled for STAR MT (» [What you need for STAR MT](#), page 469).

3. To configure settings for STAR MT, click ... at the end of the row.

Transit displays how the target languages of the current project are supported by the engines (» [Project-specific language support](#), page 471).

4. Double-click the name of the engine that STAR MT should use for machine translation:



To select an engine, you must double-click its name on the left.

If the engine is selected, the target languages of the engine are ticked and the engine is displayed below as **Selected MT engine** (LBP|Software|NMT 2023+ in the example).

5. Confirm your selection with **OK**.

You can now adjust other user preferences/project settings or close the window with **OK**.

Systran API

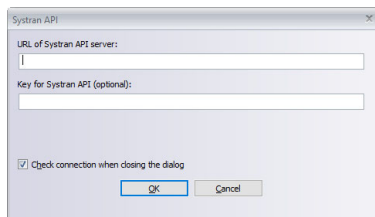
- What you need for Systran
- URL and API key (optional) from Systran
To configure access, you need the URL of the Systran API server. Depending on the type of authentication, you will also need an individual API key.
To obtain the URL and the key, contact the person who manages the Systran account.
 - Information about Systran profiles (optional)
Systran can combine resources and translation options in a profile (e.g. source and target language). In order for the profile's settings to be taken into account during machine translation, you need the profile name.
To obtain the profile name, contact the person who manages the Systran account.
 - Transit licence that supports Systran
Accessing Systran via API is an optional function in Transit. This allows you to:
 - generate MT suggestions during import and make them available to the user during the subsequent translation (» [Import MT](#), page 442).
 - access Systran directly and interactively request machine translations while translating in the Transit editor (» [Editor MT](#), page 442).
 If you want to enable Transit to use Systran via API, contact the STAR Group (» [Contact](#), page 2).

Configuring access How do I configure access to Systran?

1. In the resource bar, select **Machine translation | Systran API**.

If the **Systran API** entry is not displayed here, your Transit licence needs to be enabled for Systran API (» [What you need for Systran](#), page 474).

Transit displays the following window:



To enable Transit to access Systran, enter the access data here.

2. Define the following:
 - **URL of the Systran API server:** This is where you enter the URL that you received for Systran (» [What you need for Systran](#), page 474).
 - **Key for Systran API (optional):** If you also received a key, enter it here.

- **Check connection when closing the dialog:** We recommend selecting this option. This lets you know whether Transit can access Systran.

Confirm your entries with **OK**.

Transit closes the window and displays the following message if the access test was successful:

The client credentials are valid.

If Transit displays a different message, check whether you have entered the URL and, if applicable, the API key correctly.

User preference/
project settings
for Systran

In the user preferences (for » [Editor MT](#), page 442) and project settings (for » [Import MT](#), page 442), you can select a Systran profile.

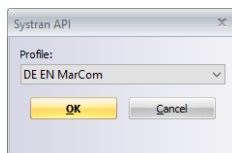
How do I configure the user preferences/project settings for Systran?

1. Open the user preferences or project settings:
 - User preferences: Click the Transit icon and select **User preferences | Machine translation**.
 - Project settings: Select **Project | Administration | Settings** and go to the **Machine translation** tab.
2. To enable Transit to use Systran as an MT system, tick the box in the first column of the **Systran API** row.

If the **Systran API** entry is not displayed here, your Transit licence needs to be enabled for Systran API (» [What you need for Systran](#), page 474).

3. To configure settings for Systran, click ... at the end of the row.

Transit displays the following window:



4. Select the Systran profile to be used for machine translation (» [What you need for Systran](#), page 474).

Confirm your settings with **OK**.

You can now adjust other user preferences/project settings or close the window with **OK**.

TextShuttle

What you need for TextShuttle

- URL and API key (optional) from TextShuttle
To configure access, you need the URL of the TextShuttle server. Depending on the type of authentication, you will also need an individual API key.
To obtain the URL and the key, contact the person who manages the TextShuttle account.
- For use as Import MT: Transit licence that supports Import MT
Accessing TextShuttle when importing the project is an optional function in Transit. This allows Transit to generate MT suggestions during import and make them available to the user during the subsequent translation (» [Import MT](#), page 442).
If you want to use TextShuttle for Import MT, contact the STAR Group (» [Contact](#), page 2).



Interactive access is supported by all Transit licences

You do not require a special Transit licence to

- access TextShuttle directly while translating in the Transit editor
- interactively request machine translations (» [Editor MT](#), page 442)

All product versions of Transit support TextShuttle as Editor MT as standard.

Terminology support

When Transit requests translations from TextShuttle, the relevant terms from the project dictionaries are automatically transmitted to TextShuttle.

In an ideal scenario, this allows TextShuttle to take into account the correct target language terms from the project dictionaries.

Example:

- Without a project dictionary, TextShuttle must generate its own target language terms:

Source Fuzzy	
	Machine Translation (Editor MT)
New	Im Zentrum des NEAT-Konzepts steht die Erneuerung und Umgestaltung der Gotthardbahn zu einer modernen Flachbahn.
MT	At the heart of the NEAT concept is the renewal and conversion of the Gotthard Railway into a modern flat railway.

TextShuttle translation without project dictionary: "Flachbahn" is translated as "flat railway".

- With a project dictionary, TextShuttle uses the technically correct terminology:

Source Fuzzy	
	Machine Translation (Editor MT)
New	Im Zentrum des NEAT-Konzepts steht die Erneuerung und Umgestaltung der Gotthardbahn zu einer modernen Flachbahn.
MT	At the heart of the NEAT concept is the renewal and conversion of the Gotthard Railway into a modern flat-track route.

TextShuttle translation with project dictionary that includes the data record "Flachbahn"/"flat-track route".



Terms are automatically transmitted to TextShuttle

When requesting TextShuttle translations, Transit transmits all source and target language terms from the project dictionaries that are relevant to the segments to be translated.

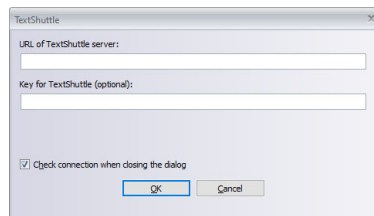
To prevent terminology being transmitted to TextShuttle, remove all dictionaries from the project settings before accessing TextShuttle.

Configuring access **How do I configure access to TextShuttle?**

access

1. In the resource bar, select **Machine translation | TextShuttle**.

Transit displays the following window:



To enable Transit to access TextShuttle, enter the access data here.

2. Define the following:
 - **URL of the TextShuttle server:** This is where you enter the URL that you received for TextShuttle (» [What you need for TextShuttle](#), page 476).
 - **Key for TextShuttle (optional):** If you also received a key, enter it here.
 - **Check connection when closing the dialog:** We recommend selecting this option. This lets you know whether Transit can access TextShuttle.

Confirm your entries with **OK**.

Transit closes the window and displays the following message if the access test was successful:

The client credentials are valid.

If Transit displays a different message, check whether you have entered the URL and, if applicable, the API key correctly.

User preference/ project settings for TextShuttle

TextShuttle does not support any additional settings that you could configure in the user preferences or project settings.

You can only configure access there, as you can in the resource bar (» [Configuring access](#), page 477).



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