



Quick Guide: Handling projects with Transit

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Transit/TermStar

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1 Overview

This document aims to show how you can use Transit to unpack, translate and check a translation project and how to deliver it back to your project manager.

When you are assigned the translation of a Transit project, you will receive a PPF from the project manager.

What is a PPF? A PPF (*project package file*) is a project package created by Transit.

A project package always contains:

- The language pairs which are to be translated in Transit
- The project file *.prj, in which the project manager has stored the required project settings

A project package may also contain:

- Reference material (previously translated Transit language pairs, used for fuzzy matches)
- TermStar dictionaries
- A source-language PDF (for use with the PDF viewer)

What is a language pair? To be able to translate an original file (e.g. Microsoft Word or Adobe FrameMaker) using Transit, it must be converted to Transit format. It then becomes a language pair.

A language pair consists of one source-language file and one target-language file (which is to be translated). A project package can contain several language pairs if there are several original files to be translated.

Example An English (UK) > German project package that contains one PowerPoint presentation and two Word documents would have three language pairs:

Presentation.ENG	Document.ENG	Document2.ENG
↓	↓	↓
Presentation.DEU	Document.DEU	Document2.DEU

The files have a specific file extension depending on the language:

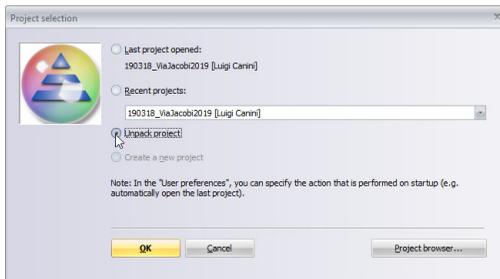
- source-language files in English (UK): .ENG
- target-language files in German: .DEU

2 Handling a project package with Transit

Once you have received a project package (a PPF), e.g. by e-mail, save it to your PC.

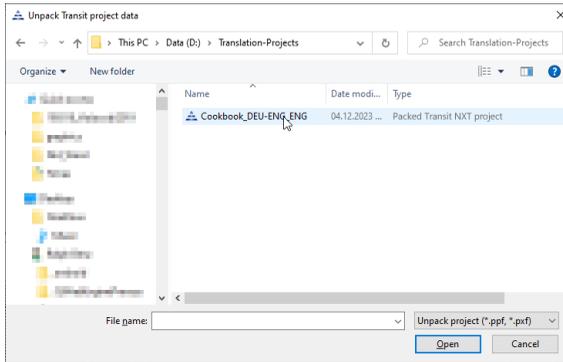
How do I unpack the PPF?

1. Open Transit.
Transit displays the **Select user role** window.
2. Select the **Translator** role.
In doing so, all the functions which you, the translator, will need are made available.
Transit displays the following window:



3. Select the option **Unpack project**.

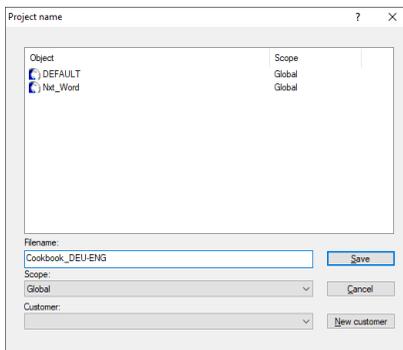
Transit then displays the following window.



4. Select the saved PPF and open it.
 - If you have clicked on **Cancel** in the **Project selection** window or have closed it, select the option **Unpack** under **Project | Exchange**.



Transit displays the following window:



5. Specify the name and scope under which you want to save the project.

Filename: By default, Transit displays the project name which the project manager assigned to it when creating the project. We recommend keeping this name.

Scope: You can choose the scope under which the project is saved:

 - **Global:** The project is visible to you and all other users.
 - **User:** The project is only visible to you.

- **customer**: The project is visible to you and all other users, but it is filed under the customer selected in **Customer**.

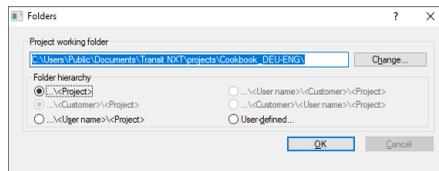
Many Transit users choose the **customer** scope in order to organise projects by customer. A customer could be, for example, a translation agency or a particular translation customer. This makes it easier to find a project if you want to open it later on.

To add a new customer, click **New customer** and enter the customer name into the window which appears.

In this example, we will keep the project name (assigned by the project manager) and the **Global** scope.

In the **Project name** window, click **Save**.

Transit displays the following window:



6. Define the folder in which you want to save the contents of the PPF (the language pairs, the reference material and, if supplied, the source-language PDFs). This is known as the *working folder*.

By default, Transit selects the option **Project** and shows the path `C:\Users\Public\Documents\Transit NXT\projects\...` for the working folder.

We recommend using a user-defined working folder appropriate to your local file structure.

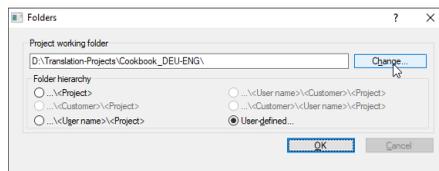
- To do so, click **User defined...** or **Change...** in the **Folders** window.

Transit displays the **Select working folder** window.

- Create the working folder in the desired location, select it and click **Open**.

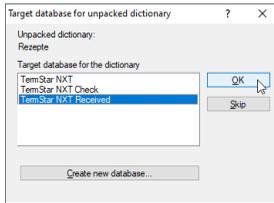
In this example, we will select a subfolder in the `Translation_projects` folder on the `D:` drive as the working folder.

In the **Folders** window, Transit now shows the user-defined working folder:



7. Confirm this working folder with **OK**.

If any TermStar dictionaries are included in the project package, Transit displays the **Target database for unpacked dictionary** window for each dictionary:



8. Select the database in which you want to store each dictionary.

We recommend using the **TermStar NXT Received** database (default database for unpacked dictionaries).

Confirm the selection with **OK**.

Transit unpacks the project data and displays the following message:

Project successfully unpacked and opened

Transit has automatically opened the project so that you can immediately start work.

Opening a project
at a later time

1. Select **Project | Administration | Open** in the ribbon bar:

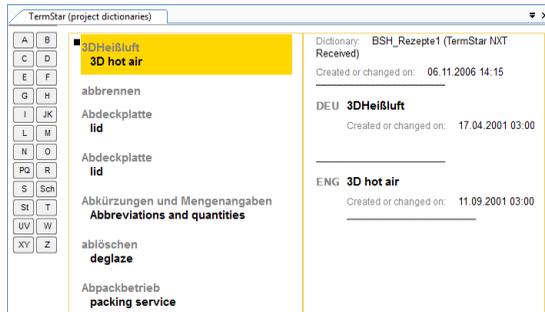


2. Select the project in the project browser and confirm with **OK**.

How do I start work in Transit?

Once a project has been opened, Transit initially displays the **TermStar (project dictionaries)** tab in the editor window.

In this tab, TermStar shows all data records in the project dictionaries (that is, the dictionaries which were added to the project).



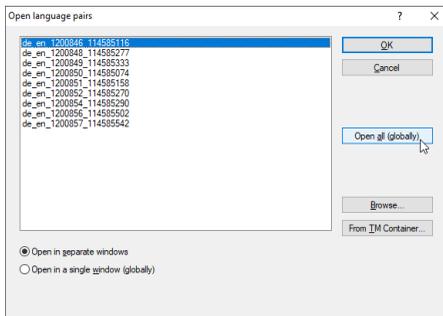
If the project does not contain any dictionaries, the tab will be empty.

Opening a language pair You can start work by opening a language pair.

1. Select **Project | Administration | Open language pair** in the ribbon bar:



Transit displays the following window:



2. To open all language pairs of the project (except translation extracts), click **Open all (globally)**.

2 HANDLING A PROJECT PACKAGE WITH TRANSIT

As an alternative, you can select a single language pair or several language pairs to open and confirm with **OK**.

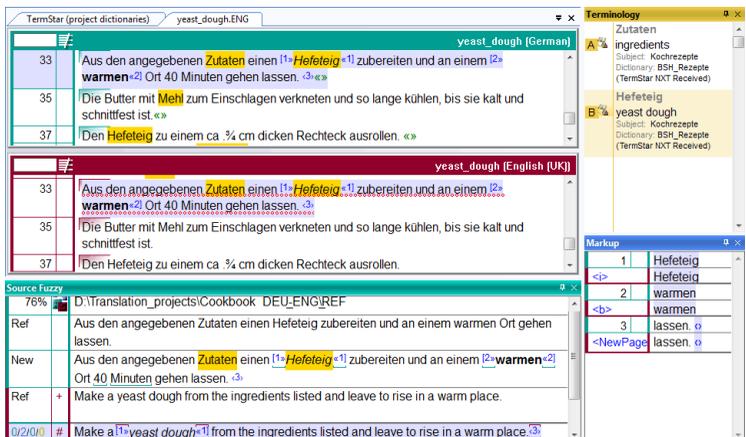
If you select several language pairs, we recommend opening them globally, as already preselected.

Transit displays the opened language pairs in the editor window, in their own tab:



Transit interface By default, Transit shows the source language (green) at the top of the editor window, and the target language (red) at the bottom.

In addition to the editor window, Transit also shows the following windows for the Translator user role:



Bottom:

- **Source Fuzzy** window (green) and **Target Fuzzy** (red)

In the **Source Fuzzy** and **Target Fuzzy** window, Transit displays translation suggestions (known as "fuzzy matches", » [Using fuzzy matches](#), page 12).

Right-hand side:

- **Terminology** window (yellow)

If the project includes any dictionaries, Transit will display in the **Terminology** window terms for the active segment (» [Using the project dictionary](#), page 17).

- **Markup** window (blue)

In the **Markup** window, Transit shows the formatting information – known as *markups* – that is contained in the active segment (» [Using markups](#), page 15).

How do I translate in Transit?

Transit divides the text into segments (sentences, headings, bullet points, captions, etc.).

In the target-language area of the Transit editor, there may be pretranslated segments which have already been translated by using the reference material.

Entering and confirming a translation

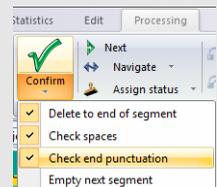
The translation for each individual segment is always entered in the target-language area (red) of the editor window.



Tip: Activating options for confirming translated segments

Before you start translating a language pair, you may activate the following options:

- **Delete to end of segment:** The source-language text underlined in red is automatically deleted when you confirm your translation.
- **Check spaces:** Spaces at the end of the source and target segment are checked when you confirm your translation. If the spaces differ, a message will be displayed.
- **Check end punctuation:** Punctuation at the end of the source and target segment are checked when you confirm your translation. If the end punctuation differs, a message will be displayed.

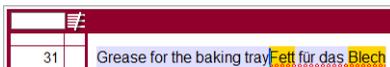


You can show these options by clicking the arrow in the lower section of the **Confirm** button (under **Processing | Translate**).

Place your cursor in front of the text that you want to translate.

1. Enter your translation.

As you type, you push the source text along the segment:



You can add markups while or after you translate the segment (» [Using markups](#), page 15).

2. Confirm the translation for the segment using the keyboard shortcut ALT+INSERT.

The segment is assigned the status **Translated**.

Confirm every translated segment using ALT+INSERT so that Transit considers the entered text to be the final translation and can therefore show it as a fuzzy match later on.

Using fuzzy matches When you confirm a translation using ALT+INSERT, Transit automatically searches for fuzzy matches for the next segment to be translated. This means that pretranslated segments are skipped.

To check for fuzzy matches in the first segment to be translated in the language pair, you can press ALT+ENTER.

Transit displays fuzzy matches in the **Source Fuzzy** window:



The **Source Fuzzy** window displays the following information:

Line	Meaning
1	Quality of the match in percent and the reference material path which tells you where the fuzzy match comes from. You can open the reference material in an additional tab in the Transit editor by double-clicking the  button. This means that you can look at the context of each match.
2	Source-language segment from the reference material
3	Current source-language segment that you have to translate. Transit highlights differences between the reference segment and the current segment in the source language using green lines.
4	Target-language segment from the reference material In this line, Transit displays the target-language reference segment exactly as it appears in the reference file.
5 (optional)	Target-language segment from the reference material with alterations already made (i.e. numbers and markups)

How do I accept and edit a fuzzy match?

1. Accept the unedited fuzzy match into your translation by pressing the keyboard shortcut ALT+ENTER. Then edit it in the editor window.

OR

Alter the fuzzy match directly in the **Source Fuzzy** window (in the fourth line or – if available – in the fifth line) and accept the edited fuzzy match using the keyboard shortcut ALT+ENTER.

- Confirm the edited translation using the keyboard shortcut ALT+INSERT.

The segment is assigned the status **Translated**.

Confirm every edited segment using ALT+INSERT so that Transit considers the segment to be the final translation and can therefore show it as a fuzzy match later on.



Fuzzy matches also in a bubble window

By default, Transit shows fuzzy matches not only in the **Source Fuzzy** window, but also as a bubble window.

The bubble window appears very close to the active segment and points to it. The cursor initially remains in the active segment so that it can be edited directly if the match is not to be accepted.

Once the match is accepted using ALT+ENTER, the bubble window closes automatically.

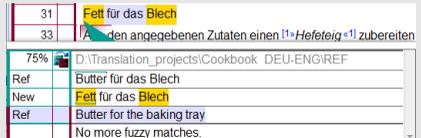
You can set your preferred Fuzzy window layout in the **User preferences**:

- In the resource bar, click **Dual Fuzzy**.



Transit displays the **Dual Fuzzy** section of the **User preferences** window.

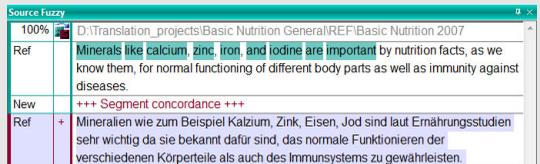
- Select the desired option for the source and target languages: **Bubble** and/or **fixed window**.



Additional matches by segment concordance search

If the fuzzy search does not find a match in the source language, Transit can automatically run a concordance search for the whole segment.

If the text for the active segment is found as a portion of a longer reference segment, Transit will display this reference segment as a translation suggestion.



For segment concordance search, you have to activate the option **Segment concordance** under **Matches | Fuzzy search (source)**.



Target-language fuzzy matches

If the fuzzy search and segment concordance search do not find matches in the source language, Transit will search through the target-language segments for similar texts, while you are entering your translation.

Transit finds segments with similar target-language text and displays them in the **Target Fuzzy** window (red).



This function is particularly helpful if source-language segments for the same meaning differ, and Transit therefore cannot find any source-language matches.

If you do not want Transit to show target-language fuzzy matches, you can deactivate the search under **Matches | Fuzzy search (target)** by clicking **On/Off**.

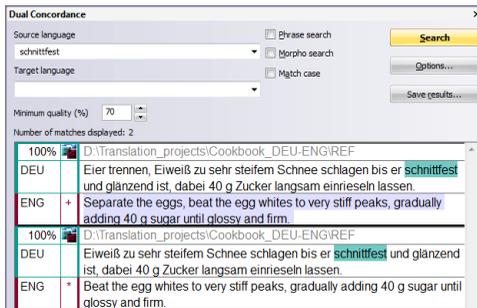
Using Dual Concordance

If Transit cannot find any fuzzy matches, you can use Dual Concordance to search for words or phrases in your current project and in the reference material for the project. This means you can check whether and how a certain term or sentence structure was previously used.

How do I start a concordance search from the language pair?

1. Select the word or phrase you want to start a concordance search for.
You can either select a single term in the source or target language or a pair of terms in the source and target language.
2. Right-click the selection and select **Dual Concordance** from the context menu.

Transit starts the search and displays the results in the **Dual Concordance** window:



The **Dual Concordance** window displays the following information:

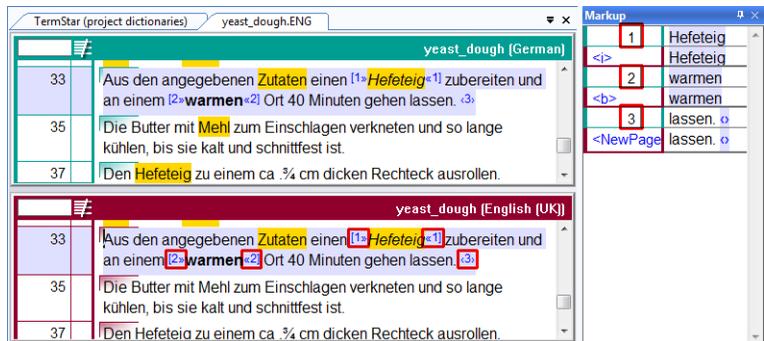
Line	Meaning
1	Quality of the match in percent and the reference material path which tells you where the match comes from. You can open the reference material in an additional tab in the Transit editor by double-clicking the  button. This means that you can look at the context of each match.

Line	Meaning
2	Source-language segment from the reference material For a source-language search, the search term is highlighted.
3	Target-language segment from the reference file For a target-language search, the search term is highlighted.

How do I accept a word or a segment into my translation?

- To accept a word or phrase:
 - Highlight the word or phrase.
 - Right-click the selection and select **Insert selected text in target language** from the context menu.
- To accept the whole segment:
 - Go to the desired segment and press the keyboard shortcut ALT+ENTER.

Using markups The Transit editor displays formatting information (known as *markups*), such as bold or italic font, as blue numbers (known as *markup IDs*). In the **Markup** window, you can see the formatting information that is represented by the particular markup ID.



The most common types of markup are:

- Markup pairs (markup IDs 1 and 2 in the example)
Markup pairs identify font styles, e.g. bold, italic, underline or a different font.
- Markup point (markup ID 3 in the example)
A markup point can represent a graphic, a page break, a bookmark, etc.

Markups must be in the correct position in the target-language text. Otherwise, the layout and formatting of the target document will not match that of the source document.

You can insert markups while you translate the segment or after you have completely translated the segment.

How do I insert a markup pair while I translate a segment?

1. Type your translation up to the point at which you want to add the markup.
2. Press the CTRL key and the ID number of the markup you want to insert (CTRL + 1 for bold in the example).
3. Enter the translation that shall be formatted by the markup.
4. Press the right arrow key to leave the markup pair and continue with your translation.

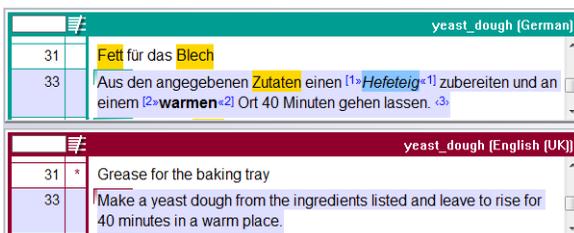
How do I insert a markup point while I translate a segment?

1. Type your translation up to the point at which you want to add the markup.
2. Press the CTRL key and the ID number of the markup you want to insert (CTRL + 3 for the page break in the example).
3. Continue with your translation.

How do I insert markups after I have translated a segment?

1. Translate the segment without paying attention to the markups.
2. Press the F9 key (corresponds to the command **Processing | Markup assignment | On/Off | Segment**).

Transit highlights the first markup in the source-language text in blue:



3. Determine which target language-text part of the text corresponds to the markup:
 - Markup pair: Select the corresponding text in the target-language segment (*yeast dough* in the example).
 - Markup point: Place the cursor in the correct position.
4. Press the F11 key (corresponds to the command **Processing | Markup assignment | Assign & next**).

Transit inserts the markup and highlights the next markup in blue.

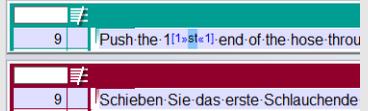
Repeat these steps for all markups contained in the segment.



Skipping unnecessary markups in the target language

If a source-language markup is not needed in the target language, you can leave the target-language segment without this markup.

Confirm that you do not want to use this markup using the keyboard shortcut CTRL + F11 (corresponds to the command **Processing | Markup assignment | Empty & next**).



Using the project dictionary

In the Transit editor window and in the Fuzzy window, Transit highlights source-language words which are entered in the dictionary in yellow.

In the **Terminology** window (yellow), Transit displays the corresponding language entries and their translations for the active segment:



How do I replace a word with its translation from the dictionary?

1. Place the cursor in the word you wish to replace.
Transit shows the language entry in the **Terminology** window.
2. To accept this translation, press the keyboard shortcut ALT+T.
Transit replaces the word with the translation from the dictionary.

How do I insert a translation from the dictionary while I translate?

1. Type your translation up to the point at which you want to add the translation from the dictionary.
2. Press the keyboard shortcut ALT+G and then <Letter> to enter the desired translation at the current cursor position.

<Letter> here refers to the letter which appears before the desired translation in the **Terminology** window (ALT+G and then *B* for the translation *grease* in the example).

If you also want to change the case of the initial letter when inserting the term, press ALT+G followed by SHIFT+<Letter>.



Tip: Inserting a translation from the dictionary without keyboard shortcuts

You can also insert a translation from the dictionary without having to use keyboard shortcuts:

1. Type your translation up to the point at which you want to add the translation from the dictionary.
2. In the **Terminology** window, double-click the corresponding letter in front of the desired translation.

Transit inserts the translation at the current cursor position.

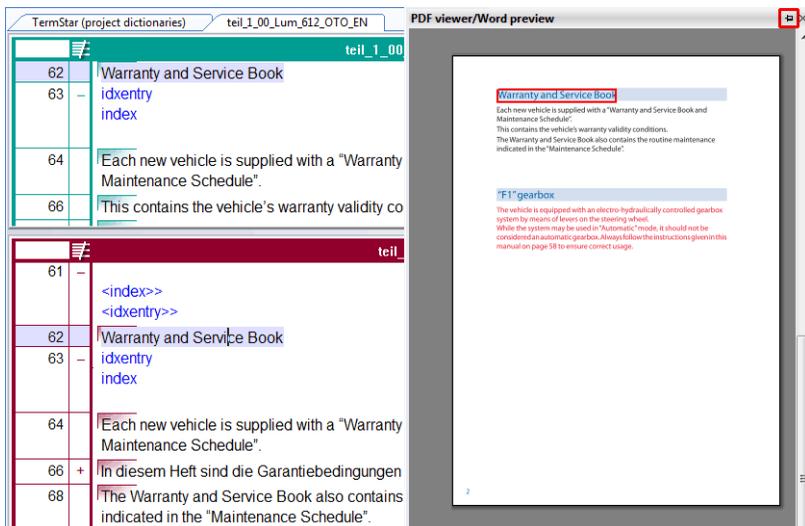
Using the PDF viewer If the PPF also includes PDF versions of the original documents, you can display these in the **PDF viewer/Word preview** window. It displays text in the original layout, just as it looks in the original document.

Transit synchronises the PDF viewer with the language pairs in the editor window: A red marker in the PDF shows you at any time where the active segment is located in the PDF document.

This allows you to quickly determine whether the text you are about to translate is, for example, a heading, a list or a table cell and translate the text accordingly.

How do I display the PDF viewer?

1. Hover the mouse pointer over the PDF viewer symbol in the right-hand toolbar. Transit shows the PDF viewer as a floating window.



Once you move the mouse pointer away from the PDF viewer, Transit hides the window again.

If you want the **PDF viewer/Word preview** window to be permanently displayed, click the pushpin icon  in its title bar.

Transit “docks” the window next to the **Terminology** and **Markup** windows.

If you later want to change it back to a floating window, click the pushpin icon  again.

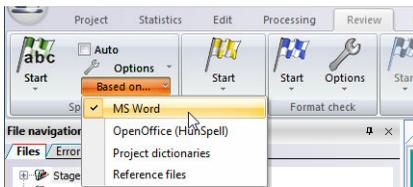
How can I check my translation?

It is important that you check for errors before you send back your translation to the project manager. Once you have fully translated the language pairs, you can carry out the following checks:

- Spellcheck (» [page 20](#))
- Running a format check (» [page 21](#))
- Checking terminology (» [page 23](#))

Spellcheck How do I run a spellcheck?

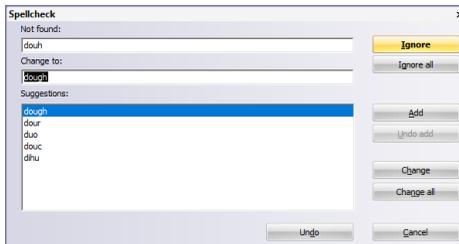
1. Ensure that you have activated the **MS Word** or **OpenOffice (HunSpell)** option under **Review | Spellcheck | Based on...**:



Recommended: Spellcheck based on Word or OpenOffice (» [page 21](#))

2. Click **Start** under **Review | Spellcheck**.

If Transit finds a word it does not recognise, it displays the **Spellcheck** window:



You have the following options:

- **Ignore:** Transit ignores this occurrence of the unknown word.
- **Ignore all:** Transit ignores every occurrence of the unknown word.
- **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.

- **Undo add:** Transit removes the last word added from the list of unknown words.

- **Change:** Transit changes this occurrence of the unknown word to the chosen suggested correction.
You can edit the suggested alternative directly in the **Change to** field before applying it by clicking **Change** or **Change all**.
- **Change all:** Transit corrects all occurrences of the unknown word to the chosen suggested correction.
- **Undo:** Transit undoes the last change made by the spellcheck and highlights the last unknown word found.



Recommended: Spellcheck based on Word or OpenOffice

In general, it makes sense to run the spellcheck based on Microsoft Word or OpenOffice (> **step 1**, page 20). The other two options are only useful for certain projects:

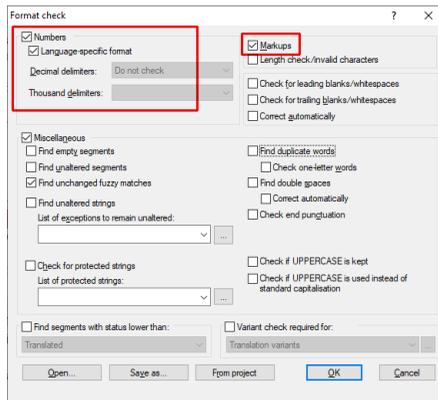
- **Project dictionaries:** Only useful for projects including TermStar dictionaries and company-specific terminology which is missing in the general-language spell-check dictionary.
- **Reference files:** Only useful for target languages for which no spelling dictionary exists.

Running a format check

Using the format check, you can check for formal errors in your translation (e.g. number formatting errors, missing or double spaces, missing end punctuation, word repetition or untranslated text).

Usually the project manager defines which errors should be checked, so that you do not have to select any options yourself.

You can see the selected options in the **Format check** window, which you can open via **Review | Format check | Options:**



We recommend that you always check whether numbers and markups in the target language are correct:

- **Numbers** option

Transit checks whether the source-language and target-language segments contain the same numerical values.

- We recommend using the option **Language-specific format** also.

Doing so, Transit checks whether the numbers are formulated in accordance with the convention for the target language.

- If required by the customer, Transit can check the format of decimal and thousand delimiters independently of the country standard. In this case, the appropriate settings – **Decimal delimiters** and **Thousand delimiters** – would be selected.

- **Markups** option

Transit checks whether markups are missing, added or incorrectly positioned in the target-language text.

Please note that Transit displays different messages depending on the markup type:

- Differences in formatting markups can be ignored if the difference is intended (e.g. if a bold, italic or superscript formatting has been added or removed due to linguistic reasons). Example:

ENG (UK)	Push the 1 ¹ end of the hose through the cone.
DEU	Schieben Sie das erste Schlauchende durch den Kegel.
Message:	Markup <sup> not found. Ignore?

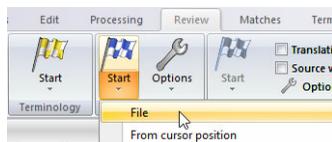
- Content markups must be corrected (e.g. graphics, footnotes, hyperlinks, cross references, index entries). Otherwise, the layout of the target-language document cannot be restored. Example:

ENG (UK)	Inflate the balloon.
DEU	Blasen Sie den Luftballon auf.
Message:	Markup not found. Insert?

You can find out how to insert markups in » [How do I insert markups after I have translated a segment?](#), page 16.

How do I run the format check?

1. Click the arrow under **Review | Format check | Start** and select one of the following options:
 - **File:** Check the entire file
 - **From cursor position:** Start checking from the active segment



Transit checks the file according to the format check settings and displays messages if your input is necessary.

When Transit reaches the end of the text, it displays the following message:
Check complete.

Checking terminology

If your project includes TermStar dictionaries, you can check in Transit whether you have used the terminology from your project dictionaries in your translation.

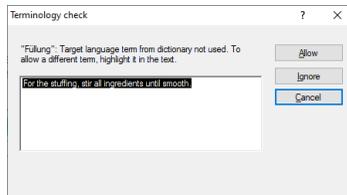
Transit searches the source-language segments for words which are contained in the project dictionaries. If Transit finds such a word, it checks the target language whether you have used the translation from the dictionary.

How do I check terminology?

1. Click the arrow under **Review | Terminology | Start** and select one of the following options:
 - **File:** Check the entire file
 - **From cursor position:** Start checking from the active segment



Transit checks whether you have used the translations from your project dictionaries. If you have not, Transit displays an appropriate message:



Example: For "Füllung", you have not used the dictionary term from the dictionary, but a different (possibly incorrect) translation.

2. Select one of the following options:
 - **Allow:** To allow your term for the whole check, select it in the text box before clicking **Allow**. Your term will then not be displayed as an error again.
 - **Ignore:** Transit keeps your translation in the active segment and continues the check. If your term occurs again, it will be displayed as an error again.
 - **Cancel:** Transit stops the check and goes to the corresponding segment so that you can correct. You must then restart the check from the current cursor position.

When the check reaches the end of the text, Transit displays the following message:
Terminology check complete.

How do I deliver my translation?

Once you have finished and checked your translation, you need to pack it up in order to send it back to the project manager:

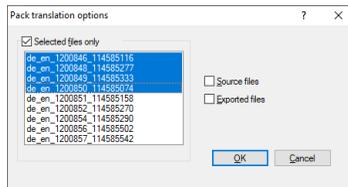
1. Click **Project | Exchange | Pack translation** in the ribbon bar.



Transit displays the following window:



If you want to deliver a selection of the language files only, click **Transit options**.



Check **Selected files only**, choose the files to be packed and confirm with **OK**.

2. In the **Pack translation** window, click **Pack file**.
3. In the next window, choose where you want to save your packed translation (tpf file), and confirm with **Save**.

Your translation is now ready as a TPF (*translation package file*). You can send back this TPF file to the project manager, e.g. by e-mail.



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