Valid from Service Pack 12

Version 2019-09. This document is valid as of Transit NXT Service Pack 12. Transit is being continuously further developed. You can find current Service Packs, installation instructions, user documentation and accessories on our website in the following area: ⇒ "Downloads | Transit & TermStar NXT"

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The Original Code is Hunspell, based on MySpell.

The Initial Developers of the Original Code are Kevin Hendricks (MySpell) and Laszlo Nemeth (Hunspell). Portions created by the Initial Developers are Copyright (C) 2002-2005 the Initial Developers. All Rights Reserved.

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**xxHash - Fast Hash algorithm**

Header File

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▲ xxHash source repository: http://code.google.com/p/xxhash/

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**LZ4 - Fast LZ compression algorithm**

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FastLZ - lightning-fast 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, PageMaker, QuarkXPress, Scalable vector graphics (SVG), Visio, AutoCAD

▲ **CMS and TMS:** XML, XLIFF, Trados TTX, SDLPPX/SDLRPX

▲ **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 NXT” on our website [www.star-group.net](http://www.star-group.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 NXT Product 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 fliers 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, SDLPPX & 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 a array of exchange formats, including the localization interchange file format XLIFF, SDLPPX/SDLRPX, and MemoQ.
1 What is Transit?

Benefits

For companies
- Lower cost and time expenditures for translation and localization
- Rapid return on investment thanks to optimised use of existing translations and translation memories
- Flexible working platform for all translation- and localization-related tasks
- Access to new project types and task types with no training costs
- Clear divisions of responsibility

For project managers
- Standardized processes for all projects, formats, and languages
- Flexible translation memory (multi-format, multilingual, multi-directional) that is always up-to-date with no time spent on maintenance
- Terminology and translation in a single project
- Detailed check options, extensive quality reports, and segment-specific revision tracking
- Efficiency through project templates, multi-level pretranslation, and individually configurable MT interfaces

For translators
- A single translation environment for all translation jobs
- High quality thanks to constantly available context
- Fully integrated morphological terminology support
- Intuitive tag handling thanks to intelligent markup methods
- Dual concordance search in both source and target languages
- Dynamic linking for dynamically generated usage examples for dictionary entries
- Synchronized layout previews for all project types

For reviewers
- Efficient quality assurance thanks to specific check modes with extensive check options
- Simple information exchange thanks to segment-specific commenting functions
- Rapid revision thanks to synchronized navigation between error overview and corresponding segments
- Complete segment history including all changes
- Morphological terminology check for over 80 languages and language variants
- Synchronized layout previews for all project types
Translation projects in Transit

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 38 and ⇒ “Project settings”, page 84).

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 24 and ⇒ “Translating the text”, page 153).

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 122).

When the translation is complete, the project manager exports the files (⇒ “Exporting files”, page 69). 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 260).

The report manager is available to project managers to facilitate costing, monitoring and invoicing of projects. It offers highly convenient project analysis and invoicing options (⇒ “Analysing project files with the Report Manager”, page 314).

Translating in Transit

When the project manager has created a Transit project and imported the files which require translating (⇒ “Project management”, page 23), the translator can start work (⇒ “Translating in Transit”, page 143). 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 148)

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.

▲ Translation suggestions from the reference material (⇒ “Dual Fuzzy windows”, page 167)

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 184)

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 easily enter new terminology into TermStar during translation and thereby build up the dictionary.

▲ Customising Transit (⇒ “Customising the Transit working environment”, page 345)

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 260)

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, proofreading printout, and the project status for checking the progress of the translation)
Transit user interface

Report manager (⇒ “Analysing project files with the Report Manager”, page 314)

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 easily 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. Transit provides a specific set of functions for a range of user groups:

<table>
<thead>
<tr>
<th>User role</th>
<th>Areas of responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>Creating and managing projects</td>
</tr>
<tr>
<td>Project Calculation Manager</td>
<td>Producing costings and invoices for projects</td>
</tr>
<tr>
<td>Translator</td>
<td>Translation work; Transit supports you in your work with:</td>
</tr>
<tr>
<td></td>
<td>▲ a working environment optimised for translation</td>
</tr>
<tr>
<td></td>
<td>▲ the option to work on a wide variety of file types, even without owning the associated application</td>
</tr>
<tr>
<td></td>
<td>▲ automatic translation of identical sections of text</td>
</tr>
<tr>
<td></td>
<td>▲ translation suggestions from reference material for similar sections of text in the form of ‘fuzzy matches’</td>
</tr>
<tr>
<td>Reviewer</td>
<td>Proofreading and quality assurance</td>
</tr>
<tr>
<td>Markup Specialist</td>
<td>Assigning formatting information to the right text / quality assurance</td>
</tr>
<tr>
<td>Reference Material Manager</td>
<td>Editing and managing reference material</td>
</tr>
<tr>
<td>Alignment Specialist</td>
<td>Creating reference material from matching source and target documents in their original format</td>
</tr>
<tr>
<td>Terminology Manager</td>
<td>Editing and managing terminology</td>
</tr>
<tr>
<td>Terminologist</td>
<td>Creating terminology</td>
</tr>
<tr>
<td>Terminology Translator</td>
<td>Translation and use of terminology</td>
</tr>
<tr>
<td>Localisation Specialist</td>
<td>Resizing / adjustment of user interfaces already translated in Transit</td>
</tr>
<tr>
<td>Super User</td>
<td>This role does not configure the interface for any particular user group, but instead makes available the full range of functions offered by Transit.</td>
</tr>
</tbody>
</table>

Standard user roles in Transit
This manual describes all the functions offered by Transit, as they appear under the ‘Super User’ role.

Your choice of user role affects both the functions which are available and the basic appearance of Transit (⇒ “User roles”, page 345).

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

![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 the program.

In addition to the standard user roles, you can also create new, custom user roles, either by defining a totally 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 the program is launched for the first time, Transit displays the **Select user role** window. This window appears on each subsequent occasion you start Transit, unless you have previously selected the **Don't ask again at startup** option.
1 Decide whether you want the Select user role window to appear the next time you start Transit:
   - If you want Transit to skip this window in future, select the Don't ask again at startup option in the bottom left of the window.
   - If you want Transit to ask you which user role you would like to use next time you start the program as well, leave the Don't ask again at startup option unchecked.

2 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 the program.

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 yourself. 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):

<table>
<thead>
<tr>
<th>Icon</th>
<th>Scope</th>
<th>Setting available for / applied to</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Global icon]</td>
<td>Global</td>
<td>to all projects – regardless of the customer and user</td>
</tr>
<tr>
<td>![User icon]</td>
<td>User</td>
<td>to all projects to which the same customer is assigned</td>
</tr>
<tr>
<td>![Customer icon]</td>
<td>Customer</td>
<td>to all projects to which the same user works on</td>
</tr>
<tr>
<td>![Project icon]</td>
<td>Project</td>
<td>only to the current project</td>
</tr>
</tbody>
</table>

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

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

If you frequently use the same scope or when creating or unpacking projects, you can set this as the default scope in the Working folder user preferences (⇒ “Working Folder”, page 365). When you create or unpack a project, the default scope will then be preselected.

Colour concept in Transit

The principal elements of the Transit’s user interface have each been assigned their own colour:

<table>
<thead>
<tr>
<th>Colour</th>
<th>Scope</th>
<th>Windows in Transit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green</td>
<td>Source language</td>
<td>▲ Source-language pane in the Transit editor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▲ Window for source-language fuzzy matches</td>
</tr>
<tr>
<td>Red</td>
<td>Target language</td>
<td>▲ Target-language pane in the Transit editor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▲ Window for target-language fuzzy matches</td>
</tr>
<tr>
<td>Yellow</td>
<td>Terminology</td>
<td>▲ Terminology suggestions in the Transit editor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▲ Terminology window</td>
</tr>
<tr>
<td>Blue</td>
<td>Markup</td>
<td>▲ Markup window</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▲ Markups in the Transit editor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▲ In the Terminology window: Terminology suggestions that base on formatings in the reference material (⇒ “Adding terminology suggestions based on markups to the dictionary”, page 194).</td>
</tr>
</tbody>
</table>

The colour concept in Transit
After starting Transit, you are first asked to select a user role (⇒ “User roles in Transit”, page 25). 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 button (⇒ page 30)
2: The Quick Access Toolbar (⇒ page 30)
3: The ribbon bar (⇒ page 31)

▲ Middle:
4: Transit editor, which may include the Terminology, Markup and Fuzzy Matches windows (⇒ “The layout of the Transit editor”, page 148)

▲ Bottom:
5: The Transit toolbar (⇒ page 31)
6: The resource bar (⇒ page 32)
7: Status bar:
The status bar provides you with helpful information on your current work in the project dictionary or the language pair (⇒ “Information in the status bar”, page 436).
**The Transit button**  The Transit button accommodates the following functions:

<table>
<thead>
<tr>
<th>Icon/button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Open dictionaries</td>
</tr>
<tr>
<td></td>
<td>Open language pairs</td>
</tr>
<tr>
<td></td>
<td>Save language pair</td>
</tr>
<tr>
<td></td>
<td>Save all language pairs</td>
</tr>
<tr>
<td></td>
<td>Save as</td>
</tr>
<tr>
<td></td>
<td>Print</td>
</tr>
<tr>
<td></td>
<td>Close language pair</td>
</tr>
<tr>
<td></td>
<td>Close all language pairs</td>
</tr>
<tr>
<td></td>
<td>Select user role</td>
</tr>
<tr>
<td>User preferences</td>
<td>Opens the User preferences window</td>
</tr>
<tr>
<td>Exit Transit</td>
<td>Closes Transit</td>
</tr>
</tbody>
</table>

*Commands under the Transit button*

- **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 383).
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.

For more information on the Transit editor, refer to “The layout of the Transit editor”, page 148.

For more information on view preferences, refer to “Customising the Transit working environment”, page 345.

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:

<table>
<thead>
<tr>
<th>Tool</th>
<th>Original window type</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source fuzzy</td>
<td>Floating window</td>
<td>Dual Fuzzy windows (⇒ page 167)</td>
</tr>
<tr>
<td>Target fuzzy</td>
<td>Floating window</td>
<td></td>
</tr>
<tr>
<td>Terminology</td>
<td>Floating window</td>
<td>Working with terminology (⇒ page 184)</td>
</tr>
<tr>
<td>Markup</td>
<td>Floating window</td>
<td>Markups in the Transit editor (⇒ page 177)</td>
</tr>
<tr>
<td>Find/Replace</td>
<td>Standard</td>
<td>Find/Replace (⇒ page 218)</td>
</tr>
<tr>
<td>Dual Concordance search</td>
<td>Standard</td>
<td>Starting a concordance search (⇒ page 241)</td>
</tr>
<tr>
<td>Dynamic Linking</td>
<td>Standard</td>
<td>Calling up Dynamic Linking (⇒ page 246)</td>
</tr>
<tr>
<td>Spellcheck</td>
<td>Floating window</td>
<td>Checking the spelling (⇒ page 262)</td>
</tr>
</tbody>
</table>

Tools in the Transit toolbar
You can manipulate 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 424).
- 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 421).

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:

- The User roles button displays options regarding user roles.
  - Selecting User roles Select user role opens the Select user role window from which you can choose a standard user role (How do I select a user role while using Transit?, page 27).
- **User roles** | **Manage user roles** takes you to the **Manage user roles** window. From here, you can modify a standard user role to suit your own requirements and save it under a different name as a custom user role. You can find information on creating a custom user role in the Transit/TermStar Reference Guide.

- Via **User roles** | **My user roles** you can view a list of custom user roles. The user roles that you have created in the **Manage user roles** window are displayed here.

- Selecting **User roles** | **Standard user roles** opens a list of the standard user roles which come with Transit ("User roles in Transit", page 25).

  ▲ The **Interfaces** button displays predefined templates for particular file types, which can be used to create new projects ("Creating a new project via the resource bar", page 52).

  ▲ The **Dual Fuzzy** button takes you to the Dual Fuzzy screen of the **User preferences** window, where you can modify settings for Dual Fuzzy search ("User preferences for dual fuzzy search", page 361).

  ▲ The **Reference material** button displays a list of various functions for creating, editing and managing reference material, and for converting reference material from Transit XV to Transit NXT (Transit/TermStar Reference Guide).

  ▲ The **Dictionaries** button displays a list of various functions for creating, editing and managing dictionaries and terminology ("Opening dictionaries", page 185).

  ▲ The **Localisation** button displays a list of templates for file-types specific to localisation projects.

  ▲ Clicking on the **STAR CLM** button establishes a connection to STAR CLM via WebTransit (WebTransit User Guide).

  ▲ Via the **Machine translation** button you can establish a connection to online translation services (e.g. Google Translate) and MT systems (e.g. STAR MT) by entering the necessary access data.

  ▲ **Synch View** button opens the Synchronised View screen of the **User preferences** window. This is where you specify the options for the source and target-language previews ("User preferences for synchronised view", page 364).
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 window 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 386).

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 388).

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** window.
2. If it is not already shown, display the project attribute **Target languages (selected)** using the context menu (→ “Adding project attributes”, page 388.
3. From the **Selectable target languages** list, select the language that you want to filter the projects by and then click on **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 on **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 on **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** window.
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 on **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 Option 1: Click on the Transit button, then on Exit Transit.
   Option 2: Click on ‘X’ on the right-hand side of the program titlebar.
   If necessary, Transit will close open language pairs and the project.

2 Transit displays the following message if you have changed a language pair but have not saved it:
   The file … was changed. Save?
   Decide whether Transit should save the language pair or not:
   – Yes: Transit saves the language pair and closes it.
   – No: Transit does not save the language pair. The language pair closes.
     This will cause all changes that you have made to the language pairs since the last save to be lost.
   – Cancel: The language pair and Transit do not close.

3 Transit displays the following message if you have changed project settings but have not saved them:
   Project settings have been changed. Save?
   Decide whether Transit should save the modified project or not:
   – Yes: Transit saves the project and closes it.
   – No: Transit closes the project without saving it.
     This will cause all changes that you have made to the project settings since the last save to be lost.
   – Cancel: The project and Transit will not close.

4 If you have changed the user preferences or certain settings on the ribbon bar and have not saved them, Transit displays the following message when you close the program:
   The user preferences or settings on the ribbon bar have been changed. Save?
   Decide whether Transit should save the modified user preferences or changes on the ribbon bar:
   – Yes: Transit saves the changes, then closes.
   – No: Transit closes without saving the changes.
     This will cause all changes that you have made to the user preferences or on the ribbon bar since the last save to be lost.
   – Cancel: Transit will not close.

The next time you start Transit, you can easily open the last edited project (⇒ “Recent projects list”, page 145).
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 38).

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 84).

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

- Importing files (⇒ page 60)
- If necessary, packing and sending the project if it is to be translated by another user (⇒ “Exchanging projects”, page 122)
- Translating in Transit (⇒ page 143)
- If necessary, packing and returning the translation if the project was translated by another user (⇒ “Unpacking a translation”, page 135)
- Checking files prior to export (⇒ page 70)
- Exporting files (⇒ page 69)
- Checking the layout of exported files after export (⇒ page 74)

Transit can also create a translation extract which only contains the segments which Transit did not automatically pretranslate (⇒ “Working with translation extracts”, page 74).

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 easily 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 39).

△ 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 51).

△ You can create an alignment project.

If you have an original and one or more translated versions of a document, with the option Alignment project, Transit gives you the option to create reference
Creating a project material from these original documents, which you can then use for translation projects in Transit (⇒ “Creating an alignment project”, page 323).

**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 52).

**Selecting and creating predefined project templates**
Transit provides you with project templates that are specific to the document type, which means that you do not have to make certain settings when you create a new project. Alternatively, you can also create your own project template. This is achieved either by taking an existing project template and amending it accordingly, or else by creating an entirely new project template from scratch (⇒ “Managing project templates”, page 390).

**How do I create a new project?**

1. Select Project | Administration | Create.

Transit displays the Create new project window:
To create a new project, select **New project from scratch**. Click **Next** to confirm the option selected.

Transit displays the **Administration** window:

3 Specify the administrative information (="Administration' project settings", page 87).

- **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 27).

- 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 **Create new customer** 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, such as 'Imported', 'Statistics created', 'Imported and checked before translation', 'Sent to translator', etc.

Click Next to confirm the information entered in the Administration window. Transit displays the Languages window. 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 86).

- **Source language**: Select the language you require from the list.
- **Current target language**: Select the language you require from the list.
  
  You can only 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.
3 Project management

– To add a target language, click on Add. Transit displays the **Add target languages** window:

![Add target languages window](image)

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 and then click on the desired languages in the list. They appear highlighted. 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, it just means that the language is no longer used in this project.

Click **Next** to confirm your settings in the **Languages** window.
Creating a project

Transit displays the Folders window with the drive and path of the working folder:

Specify the working folder which Transit should use to save all the files for this project (⇒ “Folders’ project settings”, page 88).

Transit initially creates the appropriate folder as a subfolder of Projects in your Transit installation folder. This path for this folder is displayed in the Folders window.

– If you would like to store the project in a different folder, select the Browse option.
  Transit displays the Select working folder window.
– Select the desired files and confirm the selection by clicking Open.
  Transit displays the Folders window again.

By default, Transit creates a subfolder of the project folder to serve as the export folder (e.g. \EXPORT\ENG). However, it is also possible to select a different folder.

– Under Export folders for project target languages, click on Change.
  Transit displays the Export folder window.
– Click on Browse.
  Transit displays the Select export folder window.
– Select the desired folder and confirm by clicking Open.
  Transit displays the path for the new folder in the Export folder window.
– Confirm your selection by clicking OK.

Click Next to confirm the information entered in the Folders window.
Transit displays the **File type** window:

6. The window initially displays the default file type ("File type' project settings", page 94). You can now specify the type of file that you want to import.
   - If you want to import a different file type, 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 ("File type' project settings", page 94).
   - **Font mapping** lets you assign particular fonts to the target-language document which is to be created ("File type' project settings", page 94).
   - Click on **Options** to configure additional settings for your particular file type (not available for all XML, HTML, SGML, Text and GRIPS file types).

   Transit displays the **File type settings** window ("Additional file type settings", page 96).

   Specify the settings required (Document "Transit: Tips & Tricks for All File Formats") and confirm the settings by clicking **OK**.

   Click **Next** to confirm the settings made in the **File type** window.
Transit displays the **Files** 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 **Working name** 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 file names 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”).

Click **Next** to confirm the settings made in the **Files** window.

Transit displays the **Reference material** window:
8 Specify which files you want to use as reference material

- To select a project as reference material, click on **Add projects**.
  Transit displays the **Project browser** window. 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 on **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 on **Add TM Container**.
  Transit displays the **Add TM Container** window. Select the desired TM Container or TM Filter and confirm by clicking **Select**.

**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).

- 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**.

Click **Next** to confirm the settings made in the **Reference material** window.
 Transit displays the **Dictionaries** window:
1 From the **Current dictionary** list, select the dictionary to which Transit should add any new terminology.

In doing so, you can only 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 on **Add** in the **Project dictionaries** section.

Transit displays the **Add dictionaries** window:

![Add dictionaries 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.

Click **Next** to confirm the settings made in the **Dictionaries** window.
Creating a project

Transit displays the **Summary** window. This displays all the settings which you have previously specified for the current project:

2. Check your settings or specify additional, special settings:
   - Click on **Back** if you want to change a setting.
   - If you want to make additional special settings for segmentation, report settings, format check, default values, reference material, pretranslation or extracts, click **Additional options**.
Transit displays the **Advanced project settings** window, which contains the following tabs:

- **Segmentation**: Options for splitting the text into individual sections (segments, \(\Rightarrow\) “**Segmentation' project settings**”, page 105).
- **Report settings**: Settings for the Report Manager for analysing and invoicing your translation project (\(\Rightarrow\) “**Report settings' project settings**”, page 100).
- **Format check**: Options for verifying the consistency of formatting information, the representation of numbers and for detecting missing or redundant spaces (\(\Rightarrow\) “**Format check' project setting**”, page 101).
- **Default values**: Default values for dictionary entries made while working on the project (\(\Rightarrow\) “**Default values' project settings**”, page 108).
- **Pretranslation**: Settings for pretranslation based on the reference material (\(\Rightarrow\) “**Pretranslation' project settings**”, page 110).
- **Extracts**: Settings for the creation of reference and translation extracts (\(\Rightarrow\) “**Extracts' project settings**”, page 117).
- **Machine translation**: Generating translation suggestions using MT systems during import (\(\Rightarrow\) “**Machine translation' project settings**”, page 119).

Configure the desired settings and confirm them by clicking **OK** (\(\Rightarrow\) “**Project settings**”, page 84).

Once you have checked all the settings, confirm them by clicking **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?

4 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 Create new project window:

2 To create a follow-up project, select Based on project.

3 Select the project from the list which you want to use as the basis for your new project.

Click Next to confirm the option selected.
Transit displays the Administration window:

As the project name, Transit suggests the name of the old project with 1 appended to the end. The language pairs and reference material from the old project are set as the reference material, the old import files are discarded. All other settings from the old project remain unaltered.

4 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 41 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 from the list (e.g. Office -> PowerPoint).
Transit displays the **Administration** window:

3 Specify the administrative information (⇒ “Administration' project settings”, page 87) and proceed in the same way as when creating a new project (⇒ “Creating a new project”, page 39).
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 54).
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 57).

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 window:

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:
Select the required project in the table. Confirm your choice by clicking OK.

3 If you have changed the settings for a project which is already open and not saved them, Transit displays the following message:
Project settings have been changed. Save?
Opening, changing, saving and deleting a project

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 button** at the top left of the interface displays the **Recent projects** list:

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

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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 54).
2. Select Project | Administration | Settings.

Transit displays the Project settings window with the Languages tab:

3. Select the tab required and change the settings (see tab. ⇒ “Overview of the project settings”, page 84).

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.

Use the 'Based on project' option instead of using 'Save as'
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).
For this reason, 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 51).

LOSING SETTINGS
If you click 'Save as' and select an existing projects or enter the name of an existing project, you will overwrite this project with the new settings.

Not necessary to save the project if you have only changed language files
The Project | Administration | Save function saves changes to the project settings. However, if you are working on the contents of the language pairs (i.e. your translation), it is sufficient to save the open language files (Transit button | Save language pair) or all language files in the project (Transit button | Save all language pairs). You do not have to save the project if you have only edited the language files.

How do I save a project?
1 Select Project | Administration | Save.
   If you have not changed the project settings, it is not necessary to save – the Project | Administration | Save option is then greyed out.
Transit saves the project with all the settings and overwrites the old settings.

Deleting a project

DATA LOSS
Transit is able to permanently delete the entire project working folder. Make sure that you really no longer require the project and the data contained within it.

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. Therefore, before deleting a project, you should consider the following:
   - Can you be certain that your customer will not request changes and/or checks?
After deleting the project, it is no longer possible to edit it.

– Have you exported the project or returned it to your project manager?
  After it is deleted, you can no longer export or pack the project.

– Have you delivered or copied the exported files?
  By default, Transit stores your work (the translated and exported target language files) in the working folder in a subfolder called Export. If instructed to delete the project, Transit will delete the entire working folder, including any subfolders, which means that exported files will also be deleted.

– Can you be certain that the translation is not being used as reference material in more recent projects?
  The language pairs of a project can be used as reference material in another project. If instructed to delete the project, Transit will also delete the language pairs, which may remove the reference material from another, more recent project.

– Can you be certain that you will not need to use the translation as reference material in future projects?
  Deleting the project also deletes the language pairs, which means that you will no longer be able to use them as reference material (⇒ “Tip: Retaining the language pairs”, page 59).

– Can you be certain that you will not want to use the project as the basis for a follow-up project?

– Can you be certain that there are no settings stored in the Project scope that you might need for future projects?
  You can use the Project scope to store various settings (e.g. segment filters for Transit or import definitions for the dictionary import process; ⇒ “Scopes in Transit”, page 27). After the project is deleted, these settings are no longer available.
How do I delete a project?

1. Open the project that you want to delete (☞ “Opening a project”, page 54).
2. Make sure that you really no longer need the project and the data contained within it (☞ “Data loss”, page 57).
3. Select **Project | Administration | Delete**.

   Transit displays the following message:

   Do you really want to delete the working folder 'C:\Program Files\Transit\projects\<project name>' and all its subfolders?

4. Decide whether you really want to delete the project data in the working folder:

   - Click **Yes** to delete the project
     
     Transit displays the following message:

     The project '<project name>', its working folder 'C:\Program Files\Transit\projects\<project name>' and all its subfolders will be deleted. Continue?

   - Click **Yes** to delete the project data.
     
     Transit permanently deletes the project and the working folder.

   - Click **No** if you do not wish to delete the data.
     
     Transit cancels the delete process. The project is retained.

When Transit has deleted the project, the following message appears:

The project '...' was successfully deleted.
Transit has deleted the contents of the working folder.
In some circumstances, Transit may not be able to delete all files in the working folder. It may be necessary to delete these files manually.

5 Confirm the message by clicking OK.

The project has now been deleted. Transit no longer shows it in the list of existing projects in the Project browser.

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 easy-to-manage sections (segments) and performs pretranslation (⇒ “How does Transit import files?”, page 60).

For information on importing, refer to ⇒ “Performing an import”, page 62.

If Transit is set to segment by sentence, it must know whether a dot represents a marker for the end of a sentence or a dot from an abbreviation. Transit will not insert a segment marker if the period is a dot from an abbreviation. The abbreviations are specified in an abbreviations list which you can edit interactively during import (⇒ “Adding abbreviations to the abbreviations list”, page 66).

During import, Transit can also create a translation extract, which only contains the text that is not yet translated (⇒ “Working with translation extracts”, page 74).

Transit can summarise all segments from the reference material that are relevant as translation suggestions (a so-called 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 117).

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 23):

▲ 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 so-called markups into the text to mark the position of the formatting information (⇒ “Markups in the Transit editor”, page 177).
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 99).

▲ Segmentation
During import, Transit breaks down the text into individual, easily-managed sections known as segments. These are the sections that must be translated (☞ “Segments in the Transit editor”, page 159). 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 105).

▲ Interactive creation of abbreviations lists
If Transit is set to segment by sentence, it must know whether a dot represents a marker for the end of a sentence or a dot from an abbreviation. Transit will not insert a segment marker if the period is a dot from an abbreviation. The abbreviations are specified in an abbreviations list which you can edit interactively during import (☞ “Adding abbreviations to the abbreviations list”, page 66).

▲ 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 110).

▲ Creating a translation extract
If desired, Transit can create a so-called translation extract, which contains only the text that is not yet translated (☞ “Working with translation extracts”, page 74).

▲ Creating a reference extract
Transit can create a so-called project-related reference extract, which is a summary of the segments in the reference material that are relevant as translation suggestions (☞ “‘Extracts’ project settings”, page 117).

▲ Import report
Transit generates a log of the import process. You can save the log as a text file. However, we recommend using the Report manager to perform an analysis of the project (☞ “Analysing project files with the Report Manager”, page 314).
Performing an import

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

Reimporting files overwrites existing language files

Repeating the import makes only sense in certain cases. These cases and the settings you need to consider are described in “Repeating the import”, page 65.

If you have already carried out an import for a project and are now unintentionally reimporting the files, Transit will overwrite the existing files. This means that any changes and translations you may have entered in the target-languages files will be lost.

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.
- Quicksilver (Interleaf): save Interleaf files as ASCII files using the file extensions doc or ildoc.
- 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 Import project window:
2 Select the languages for which you wish to import the files.
   If you selected several target languages for the project in the project settings, you can import one, several or all languages.
   – If you want to import the files for one or more languages, select the languages required.
   – Click Select all if you want to import the files for all languages. Transit selects all languages.

Languages which you are not importing now can be imported at a later stage.

3 Select Create files for PDF viewer if you want Transit to generate PDF files for the PDF viewer during import (supported for Word, PowerPoint and Visio files).

4 Transit can create a log file concerning the import.
   However, we recommend using the Report manager to perform an analysis of the project (⇒ “Analysing project files with the Report Manager”, page 314).
   – Select Create log file if you want Transit to create a log file.
   – In the Import log file field, specify the name of the file to which Transit should save the log.
     Transit saves the log file to the working folder of the project.
   – Click ... if you want to save the log to a location other than the working folder.

   Transit displays the Create log file window.
   In the Create log file window, enter the drive, folder and filename for the log file. Click Save to confirm the information specified.

5 Click Project settings if you want to change or check the project settings.
   Transit displays the Project settings window (⇒ “Project settings”, page 84).
   Click OK to close the Project settings window and return to the Import project window.

6 Click File type settings in order to select specific settings for the particular file type and specify which elements in your files should be imported.
   Transit displays the File type settings window that contains options for the particular file type (⇒ “Additional file type settings”, page 96 and ⇒ Document “Transit: Tips & Tricks for All File Formats”).
   By clicking OK you close the File type settings window and return to the Import project window.

7 If you do not want to import all the files in the project, select the Import selected files only checkbox.
   – Then select the files you wish to import.
   – Files which you are not importing now can be imported at a later stage.
If you want to import all the files in the project, leave the **Import selected files only** checkbox unchecked.

### Section “Options for repeating the import”

The options in the **Options for repeating the import** section are only relevant if you repeat the import for specific reasons (e.g. after receiving new reference material or additional original files).

In these cases, proceed as described in “Repeating the import”, page 65 when repeating the import.

1. Once you have checked the options and made any necessary changes, start the import process by clicking **Start import**.
   - If you have already imported the files, Transit warns you and asks you if you really want to reimport all files.
     - Click **OK** if you want to perform the import process and overwrite existing files.

2. If you wish to edit the abbreviation list interactively when segmenting by sentence, Transit displays the **Check segmentation** window after import (⇒ “Segmentation’ project settings”, page 105 and ⇒ “Adding abbreviations to the abbreviations list”, page 66).

   Once Transit has imported the files, it displays the following message:
   - Completed successfully.

3. Click **Details** if you want to view the import statistics.
   - Transit displays the **Details** window with statistics on the import.
     - Click **Save** if you wish to save these statistics.
       - In the **Save log as** window, enter the drive, folder and filename for the log file. Click **Save** to confirm the information specified.
         - Confirm your selection with **OK**.

4. Close the **Details** window by clicking **OK**.
   - However, we recommend using the Report manager to perform an analysis of the project (⇒ “Analysing project files with the Report Manager”, page 314).

5. Close the **Import progress** window by clicking **OK**.
   - Transit displays the **Import project** window again.
     - If you want to carry out another import, you can change the options accordingly and carry out another import.

6. 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 143) or you can pack the project and send it to a translator (⇒ “Exchanging projects”, page 122).
Repeating the import

Reimporting makes only sense in the cases mentioned below!
Repeating the import makes only sense in the cases mentioned and when selecting the described settings.

If you have already carried out an import for a project and are now unintentionally reimporing the files, Transit will overwrite the existing files. This means that any changes and translations you may have entered in the target-languages files will be lost.

▲ 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.

In this case, proceed as follows:

– On the Reference material tab of the Project settings window, add the new reference material to the project (⇒ “Reference material project setting”, page 102).

– When repeating the import, specify the following in the Import project window:

  Check Pretranslation options in the Options for repeating the import section and 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.

▲ You receive additional original files for the project.

In this case, you import only the additional original files in the selected target languages.

In this case, proceed as follows:

– On the Files tab of the Project settings window, add the additional original files to the project (⇒ “Files project settings”, page 91).

– When repeating the import, specify the following in the Import project window:

  Check Import selected files only and select the additional project files.
Check **Re-create source and target languages** in the **Options for repeating the import** section.

▲ You add an additional target language to the project *at a later stage*.

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

In this case, proceed as follows:

- On the **Languages** tab of the **Project settings** window, add the additional target language to the project (*“Languages' project settings”*, page 86).
- Select the additional target language in the **Import languages** section of the **Import project** window.

### Adding abbreviations to the abbreviations list

When segmenting by sentence, Transit turns every sentence into a segment. In doing so, Transit interprets a dot, for example, as the end of a sentence and inserts a segment marker at this position during the import process.

Abbreviations often contain a dot which is *not* a marker for the end of a sentence. Generally, a segment marker after abbreviation dots is *not* required. If you check the segmentation after the import phase, you can specify interactively what Transit should interpret as an abbreviation.

During the import process, Transit displays all the character strings which appear before a dot and which are not contained in Transit’s internal abbreviations list. You can then decide which character strings are actually abbreviations.

#### Transit only displays new character strings

Transit only displays character strings which are not already in an abbreviations list.

#### Project setting to edit the abbreviations list interactively

Transit displays the abbreviations for you to check if you selected the option **Check segmentation after import** in the **Segmentation** project settings (*“Segmentation' project settings”*, page 105). Then you can edit the abbreviations list interactively after the import process is complete.
How do I edit an abbreviations list interactively?

1 Transit displays the Check segmentation window if it finds unknown abbreviations during the import process (see also ⇒ Step 1, page 64).

![Check segmentation window](image)

In the Segmentation to be checked section, Transit displays all the unknown strings which appear before a dot. Transit cannot decide whether these strings are abbreviations or words which appear before a period marking the end of a sentence. In the Occurrences window, Transit displays where the strings which require checking appear within the text.

2 Specify which strings are abbreviations and which are not:
   - In the Segmentation to be checked section, select the strings which are abbreviations.
     Specify the selected strings as abbreviations by clicking Abbreviation.
     Transit moves the strings to the Abbreviations list, interprets the dot as a dot from an abbreviation and does not segment the text at this point.
   - In the Segmentation to be checked section, select the strings which are not abbreviations.
     Specify that the selected strings are not abbreviations by clicking No abbreviation.
     Transit moves the strings to the No abbreviations list, interprets the dot as a full stop marking the end of a sentence and segments the text at this point.
   - If you have accidentally assigned a string incorrectly, remove it from the Abbreviations or No abbreviations list:
     Select the string in the Abbreviations or No abbreviations section and click Deselect.
     Transit moves the strings back to the Segmentation to be checked list.
Once you have moved all the strings into the correct list, confirm the lists by clicking **OK**.

Transit displays the **Save lists** window:

![Save lists window]

3 Specify the scope for which the list is valid (⇒ “Scopes in Transit”, page 27). Click **Save** to confirm your choice.

Transit saves the abbreviations list in the working folder with the extension 
*.ewl*, closes the window and returns to the import process (⇒ Step 3, page 64).

### Checking and changing existing abbreviation lists

You can check abbreviations lists already created, add abbreviations and change 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 3, page 63).

Otherwise, synchronisation with the Transit editor may not work.

▲ For Adobe FrameMaker, Adobe InDesign or QuarkXPress files:

In the respective DTP application.

For the three DTP applications there are plug-ins available which you can use to quickly and easily convert the layout files into the required exchange formats.
Exporting files

Overview
Once you have imported files into Transit and translated them ("Translating in Transit", page 143), you must export them again so Transit can restore the files to the format of the source files ("How does Transit export files?", page 69).

For information on performing an export, please refer to "Performing an export", page 70.

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 23):

▲ 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).

Plug-ins and documentation
You can find the plug-ins and documentation in the Downloads | Transit & TermStar NXT | Accessories section on our website www.star-group.net.

File for the PDF viewer must be located in the working folder!
In order to use the PDF viewer in a translation project, the PDF file must be placed in the working folder which contains the associated language pair. It is also important that the PDF file have exactly the same name as the original file or the Transit language pair.

Example:
Language pair: ch_06_translation.deu/eng
PDF file: ch_06_translation.pdf
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 programs (e.g. Word or FrameMaker), the language for the text can be defined. The program takes this setting into account when performing hyphenation or spellchecking, for example.

For files types from these programs, Transit automatically defines the language as the target language specified in the project.

▲ If necessary, change the character set
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 95).

▲ Export log
Transit generates a log of the export process. You can save the log as a text file. However, we recommend using the Report manager to perform an analysis of the project (☞ “Analysing project files with the Report Manager”, page 314).

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

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
▲ Format check
▲ Checking markups
▲ Checking internal repetitions
▲ Proofreading
▲ Segment status

Further details are available in ☞ “Quality assurance”, page 260.
How do I carry out an export?

1. Select **Project | Processing | Export**.
   
   Transit displays the **Export project** window:

   ![Export project window]

2. Select the languages for which you wish to export the files.
   
   If you selected several target languages for the project in the project settings, you can select one, several or all languages.
   
   - If you want to export the files for one or more languages, select the languages required.
   
   - Click **Select all** if you want to export the files for all languages. Transit will then select all languages.
   
   Languages which you are not exporting now can be exported at a later stage.

3. Transit can highlight text in the exported document in different colours depending on its segment status. This allows you, for example, to display which segments have been edited or checked, or which segments have a certain status.

   You can specify the font colours for export in the **Colours and fonts** user preferences (☞ “Defining font colours in an exported document”, page 355).
   
   - To tell Transit to display the text in the exported document in the selected colour, according to the segment status, select **Colour for segment status**. This option is available for all file types except plain text formats (e.g. XML, RTF, SGML or TXT)

   The following options are available:

   **Status after import** shows the status of the segments after they were imported into Transit in the exported document. This option is particularly suited to proofreading, as (for example) it can highlight segments in the exported document which had the status *Not translated* or *Check pretranslation at import*.

   **Current status** shows the current status of the segments in Transit in the exported document. This option is particularly suited (for example) to indicating which segments have already gone through a particular test (Spellchecked, Checked 1, Checked 2).
4 Transit can create a log file concerning the export. However, we recommend using the Report manager to perform an analysis of the project (⇒ “Analysing project files with the Report Manager”, page 314).
   - Select Create log file if you want Transit to create a log file.
   - In the Export log file field, specify the name of the file to which Transit should save the log.
     Transit saves the log file to the working folder of the project.
   - Click … if you want to save the log to a location other than the working folder.
     Transit displays the Create log file window.
     In the Create log file window, enter the drive, folder and filename for the log file. Click Save to confirm the information specified.

5 Click Project settings if you want to change or check the project settings. Transit displays the Project settings window (⇒ “Project settings”, page 84). Click OK to close the Project settings window and return to the Export project window.

6 If you only want to export certain files of your project, click More. Transit expands the Export project window to include the sections Export selected files only and Export source language only:

```
- If you do not want to export all the files in the project, select Export selected files only.
  Then select the files which you wish to export.
- If you want to export all the files in the project, remove the checkmark from the Export selected files only option.
```
Files which you are not exporting now can be exported at a later stage.
If you no longer want Transit to display the Export selected files only and Export source language only sections, click Less. However, these settings still apply to the export.

7 Click More if you want to export the files in the source language. This allows you, for example, to recreate the source file if it has been lost.
   – To do this, click Start source export.
     Transit stores the source-language document in the Export folder \EXPORT\. 

8 Once you have checked the options and made any necessary changes, start the export process by clicking Start export.
Once Transit has exported the project, it displays the following message:
Completed successfully.

9 Click Details if you want to view the export statistics.
Transit displays the Details window with statistics on the export.
   – Click Save if you wish to save these statistics.
     In the Save log as window, enter the drive, folder and filename for the log file. Click Save to confirm the information specified.
     Close the Details window by clicking OK.
However, we recommend using the Report manager to perform an analysis of the project ( Analysing project files with the Report Manager”, page 314).

10 Close the Export progress window by clicking OK.
Transit displays the Export project window again.

11 If you wish to open the export folder which contains the just-exported documents, click on Open export folder.
Transit displays the subfolder for the currently selected language within the export folder.
If you want to carry out another export, you can change the options accordingly and carry out another export.

12 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 project settings", page 88).

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.

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 (so-called '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 easily 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 75).

▲ If necessary, pack the translation extract and send it to the translator ("Exchanging projects", page 122).

▲ The translator opens the translation extract like a language pair and translates it.

▲ Where applicable, you will then receive the translated extract back from the translator ("Exchanging projects", page 122).

▲ You tell Transit to merge the translation extract ("Merging the translation extract after translation", page 76).
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:

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 110).

- 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 the language files you have open.
2. Select **Project | Processing | Merge extract**.
   - Transit displays the following message if you have not closed all the language pairs:
     
     Please close all language pairs and repeat this procedure.
     
     Confirm the message by clicking **OK**, close all language pairs and repeat this step.
     
     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 drive, folder and filename for the log file. Click **Save** to confirm the information specified.
        
        Close the **Details** window by clicking **OK**.

3. 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 69).

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 143).
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 Destination folder for reference material window:

3. Specify the reference folder into which Transit should copy the language pairs. When you open the selection list, the following directories will be offered:
   - all directories specified as reference folders in the project
   - all directories 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 as 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.

The specialist terminology can import into a new or an existing TermStar dictionary. Transit imports the specialist terms as source-language terms.
Common terms list
When saving the common terms, you can select to which scope they should apply (⇒ “Scopes in Transit”, page 27).

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.

Extracting terminology from a language pair and importing it into a TermStar dictionary
In order to extract terminology from a language pair, the language pair must be opened and the cursor must be positioned in the Transit editor.

How do I extract terminology from a language pair and import it to a TermStar dictionary?

1 Select Terminology | Creation | Extract.

Transit displays the Extract terminology window:

Moving suggestions in the Extract terminology window

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

In order to allow a better evaluation of the suggestions, Transit shows you the following information:

– Transit displays how many times the suggestion occurs in the language pair and of how many words it consists of (in the Occurrences and Words columns of the Common terms list).

– For the suggestion selected, Transit displays the text of all the segments in which the suggestion occurs (in the Occurrences display field).
You can limit the amount of terminology suggestions displayed by using the following criteria:
- You can specify the minimum and/or maximum number of times a suggestion should occur in the language pair, so that it is displayed. The selection of the maximum number is optional.
- You can specify the minimum and/or maximum number of words a suggestion should consist of, so that it is displayed (multiple-word terms).

2 Specify which terminology suggestions Transit should add to the TermStar dictionary with the specialist terminology:
- To do so, select the suggestion in the Common terms list.
- If required, you can edit the selected suggestion by clicking on it again.
- Click Move ->:
  Transit moves the suggestion to the Specialist terminology list.
- If you do not want to add a suggestion to either the TermStar dictionary or the common terms list, select it from the Common terms list or Specialist terminology list and click Ignore.
  Transit removes the suggestion from the Common terms or Specialist terminology list.
- To move a suggestion from the Specialist terminology list to the Common terms list again, select it from the Specialist terminology list and click <- Move.
  Transit moves the suggestion to the Common terms list again.

Once you have assigned all suggestions to the Common terms or Specialist terminology list, confirm your choice by clicking OK.

Transit displays the following window:

![Save common terms dialog](image)

3 Specify to which scope the common terms apply and confirm your choice by clicking Save (⇒ “Common terms list”, page 80).
If you do not want Transit to save the common terms, click Cancel.
Transit displays the **TermStar destination dictionary** window:

Transit displays the **Summary** window:

4 Specify the database and target dictionary into which Transit should import the extracted specialist terminology:

- Select the target dictionary in the desired database and confirm your selection by clicking **Next**.
- If you want to create a new TermStar dictionary to import the extracted specialist terminology, click **New** and create the dictionary in a new or an existing database.
5 Click on **Finish** to import the extracted specialist terminology into the selected dictionary.

Depending on whether you have selected an existing or a new target dictionary,

- Transit appends the new data records containing the extracted specialist terminology to the data records in the target dictionary, i.e. they are not merged.
- Transit creates a new dictionary containing the extracted specialist terminology in the selected database.

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

**Completed successfully.**

6 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 add the target-language terms or additional information in the dictionary entries (☞ *TermStar User Guide*).
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 54). For information on how to change the project settings, please refer to ⇒ “Changing the project settings”, page 56. After changing the settings, save the project so that the changes are not lost (⇒ “Saving a project”, page 57).

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*Overview of the project settings (cont.)*
'Languages' project settings

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

![Languages tab screenshot]

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 only select languages specified as 'Project target languages'. You may first have to add the language required to 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:

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' project settings

On the **Folders** tab, you specify the working folder to which Transit will save the language pairs of the project:

You can specify the following:

▲ **Project working folder**

Transit saves the following project files to the working folder:

- Transit language pairs
- Project-related files (settings which you saved for the **Project scope**)
- The exported files in the **Export** subfolder if no other path is specified in the **Export folders for project target languages** section.

You can select a folder hierarchy so Transit always uses the same structure when naming the folders. In this way, you will not have any problems trying to find the working folder for a particular project later on.

Example:

You want to arrange the working folder for all your translation projects by user, then by customer, and finally by project. To do this, select the `...\<Customer>\<Project>` folder hierarchy:
Therefore, for the customer STAR AG and project NXT_User_Manual, Transit uses the folder projects\STAR AG\NXT_User_Manual.

If you frequently use the same folder hierarchy for the working folder, you can set this as the default folder hierarchy in the Working folder user preferences. When you create a project, the default folder hierarchy will then be preselected (☞ “Working Folder”, page 365).

▲ Export folder

If no other path has been specified, Transit creates the Export subfolder in the working folder. This is where Transit saves the exported files. However, you can specify an export folder other than the one suggested by Transit for an individual target language or all target languages.

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 want Transit to save the project files in a folder other than the one suggested, click Browse in the Project working folder section.

Transit displays the Select working folder window.

2 Select the working folder in which you want Transit to save project data.

Confirm your selection by clicking Open.

Depending on which setting was selected when the project was created, you also have the choice to select an option from the Folder hierarchy section. Transit then creates the working folder within the specified folder hierarchy.

3 If you select User-defined, Transit displays the Select working folder window.

In this case, select the desired drive and folder. Confirm your selection by clicking Open.

Transit then creates the working folder within the specified folder hierarchy – in the projects folder in the Transit installation folder or in a different location, as specified by you.
How do I change an export folder?

1. In the table **Export folders for project target languages**, select the language whose export folder you wish 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. Click **Change** to change the export folder for the language selected.
   Transit displays the **Export folder** window.

4. Enter the desired folder in the field or click **Browse**.
   - In this case, select the drive and folder required in the **Select export folder** window and confirm your choice by clicking **OK**.

During the export process, Transit will save the exported files to the specified export folder.
'Files' project settings

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

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

You can choose between the original (source) files or the target-language files. Transit then uses different icons in the Project files section, in front of the filename, to indicate whether the language files already exist:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Icon]</td>
<td>The files exist.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>The files do not exist – they may still have to be imported for the language selected.</td>
</tr>
</tbody>
</table>

Icons used in the Project files section

Attributes

Here you can specify specific attribute values for the added 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 94), 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 easily 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 Working name window with the following fields:

- **Original name**: Path and filename 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.
4 Project settings

  – 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”.

▲ Options
Clicking on Options will take you to the File type settings window. From here, additional settings allow you to specify which elements in your files should be imported (“Additional file type settings”, page 96). The settings that are available depend on the file type selected.

▲ Define
Clicking on Define will take you to the File type window. From here you can make other, file type-specific changes.

STOP

CHANGING FILE-TYPE DEFINITIONS?
It is possible to change file-type definitions, in order to adapt them for highly specialised purposes. This requires expert knowledge.

Do not change the file-type definition yourself, but contact the STAR Group (“Contact”, page 2). Otherwise you may corrupt the existing file types and current projects.

▲ 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 406).
Once you have specified the file type ("File type project settings", page 94), you can modify other particular settings for the selected file type and specify which elements in your files should be imported and translated.

The settings that are available depend on the file type you have selected previously under File type on the File type tab. More detailed information and tips on all the different file formats that Transit types is provided in the Document “Transit: Tips & Tricks for All File Formats”.

▲ Content of index entries

Index markers may be positioned in the middle of a sentence or word. This makes the text confusing and harder to translate.

- Move to end of paragraph
  Transit moves the index entry text to the end of the paragraph in the editor. Transit indicates the original position of the marker in the editor with a small superscripted 1: (¹)
  During the export process, Transit returns the index markers to their original position.

- Do not move
  Transit displays the index entries in their original position in the editor.

▲ Options

- Translate hidden text: Hidden text can contain comments on the document or similar information which may not need to be translated. If this option is selected, Transit will import hidden text.

- Do not translate declarations: Declarations are information on paragraph formatting or document information. These can contain text that must be translated (e.g. text in a footer or variables relating to the subject of the
document). However, they may also contain text which must not be translated, (e.g. names of HTML elements).
If this option is selected, Transit will not import declarations.

▲ Embedded objects
- **Translate**: OLE objects embedded in the document may also need to be translated (e.g. a PowerPoint presentation). As long as an import filter is installed for the file type in question, Transit can import text from the embedded OLE objects.
  If this option is selected, Transit will import text from embedded OLE objects.

▲ Delete special characters
- **Page breaks**: In general, the presence of forced page breaks is not desirable during translation, as the difference in length between different languages results in a differing text flow.
- **Column breaks**: In general, the presence of forced column breaks is not desirable during translation, as the difference in length between different languages results in a differing text flow.
- **Line breaks**: In general, the presence of forced line breaks is not desirable during translation, as the difference in length between different languages results in a differing text flow.
- **Optional hyphens**: Optional hyphens are generally used to specify the position for hyphenation. However, they are no longer relevant when translating into another language.
- **Revision bars**: Revision bars in the original file highlight passages of text which have been altered. Revision bars are not relevant during translation, as the entire text is altered.
- **Letter spacing/kerning**: Letter spacing and kerning are normally used to optimise breaks in the text by altering its length. However, they are no longer relevant when translating into another language.
If an option is selected, Transit will delete these characters or revisions during import. They are not present in the exported target-language document.
If an option is not selected, Transit will import these characters and any text with altered letter spacing or kerning and will shown them accordingly in the editor. These characters and letter spacing/kerning are then also contained in the target document following export.

▲ Optimise source language formatting
Formatting that only refers to section/column/page breaks, tabs or spaces does not have any visible effects and is usually unnecessary. Transit is able to remove this formatting during import and thus reduce the markups that have to be taken into account during the translation into each target language.
You can determine how strongly Transit optimises the formatting:

- **Remove formatting on section/column/page breaks and tabs**: Removing this formatting has no visible effects.
- **Remove bold/italic on single spaces**: Removing this formatting has no or insignificant visible effects.
- **Remove all font formatting on single spaces**: Removing this formatting usually has no or insignificant visible effects.

More detailed information on additional, filetype-specific options is provided in the Document "Transit: Tips & Tricks for All File Formats".

**How do I change the additional file type settings?**

1. Click on Options on the File type tab in the Project settings window. Transit displays the File type settings window.
2. Select the desired options or deselect already selected options which you do not want.
3. Confirm your settings with OK. Transit returns to the File type tab in the Project settings window.

**Modified file type settings**

It may be necessary to import the files of a project again for the changes made to the file type settings to become effective.

**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 from a program 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 program correctly displays the altered characters in the exported file.

If you find that characters are not displayed correctly, then the character set 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 94).
'Report settings' project settings

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

![Report settings tab](image)

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 factors for pretranslation, fuzzy matches and internal repetitions”, page 400).
  
  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 395).

 REGARD INTERNAL REPETITIONS’ OPTION

Important! For the internal repetitions to be displayed in the Report manager (⇒ “Creating a report”, page 316 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:

[Image of Format check tab]

You can find more detailed information on the settings available for the format check in ⇒ “Format check options”, page 275.

If you have saved a set of check options in the Format check window (Review | Format check | Options), you can open it via Open check options.
'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:

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. You can turn documents which were not translated with Transit into reference material using the 'Alignment' function (⇒ “Creating reference material by using alignment”, page 322).

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 51). 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** window.

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 on 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 individual, easy-to-manage sections during the import process (these are known as 'segments'):

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.
### Options for segmentation by sentence

You can specify additional settings for sentence-based segmentation:

- **Do not segment after ",;"**
  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 ":;"**
  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 numbered lists (e.g. "1.")**
  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.

- **Check segmentation after import**
  Abbreviations often contain a dot which is *not* a marker for the end of a sentence. Generally, a segment marker after abbreviation dots is *not* required. If you check the segmentation after import, you can specify manually what Transit should interpret as an abbreviation (⇒ “Adding abbreviations to the abbreviations list”, page 66). This option is only relevant when segmenting by sentence.
'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 entries and displays these as suggestions in the Terminology window.

Transit also uses the dictionary entries for the spellcheck and terminology check (⇒ “Spellcheck”, page 261 and ⇒ “Checking terminology”, page 267).

You can specify the following:

▲ **Current dictionary**

The current dictionary is the dictionary to which Transit adds new terminology. If you are adding terminology, ensure that the correct dictionary has been specified as the current dictionary.

Section ⇒ “Working with terminology”, page 184 describes how to add terminology to the dictionary and use terminology from the dictionary.

▲ **Project dictionaries**

You can assign multiple dictionaries to a project. Transit handles these dictionaries as if they were one single dictionary (a so-called ‘virtual dictionary’). Of course, the data itself is kept separate so you can specify another combination of dictionaries for other projects.
'Default values' project settings

On the **Default values** tab, you specify which field values Transit or TermStar should use for new terminology in the project:

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 entries.

The default values are automatically inserted in the dictionary when you add a new data record or entry within the project. Default values make entering terminology easier and ensure correct entries are made.

**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. To specify new default values, click **Add** in the **Default values** tab.
   
   TermStar displays the **Add fields** window:

   ![Add fields window](image)

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. Enter the default value required in the **Default value** field beneath the table.

How do I change project-related default values?

1. To change a default value, select the field name from the table in the **Default values** tab.
   
   TermStar displays the existing value in the **Default value** field.

2. Overwrite the contents of the **Default value** field with the new value you require.

How do I delete project-related default values?

1. To delete a project-related default value, select the field name from the table in the **Default values** tab and click **Delete**.
'Pretranslation' project settings

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

![Pretranslation tab in Transit NXT User's Guide](image)

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

**Basic rules for pretranslation**

Independent of these project settings, the basic rules found in “Basic rules for automatic pretranslation”, page 115 also apply for pretranslation.

The Pretranslation options section allows you to specify whether reference-based or dictionary-based pretranslation will be used.

▲ **Reference-based pretranslation**

If you select the Reference-based pretranslation option, Transit will use the reference material specified in the project for pretranslation.

▲ **Dictionary-based pretranslation**

- If you select the Dictionary-based pretranslation option, Transit will use the dictionaries specified in the project for pretranslation. This option is recommended for translating lists or resource files.
- Selecting Dictionary-based pretranslation causes all the settings for reference-based pretranslation to be greyed out. Any reference material attached to the project is now disregarded.
**Ignore case**
Transit automatically translates the segment even if there is a difference in case between the text to be translated and the text in the reference material.

**No pretranslation if variants exist**
Transit will not translate the segment automatically if there are several possible translations for the segment in the reference material.
While you are translating the text, Transit will display all possible translation variants as fuzzy matches.

**No pretranslation with unaltered segments**
Transit does not use reference segments with an identical content (including markups) in source and target language for pretranslation.

**Translation priority**
In this section you can specify the priority according to which a pretranslation should be selected if there are several possible variants. The following options, which can be reordered in the list, are available:

- **Filename**: The pretranslation from reference files with the same name is given priority.
- **Order**: The first match is given priority.
- **Date**: The pretranslation according to the most recent date is given priority.
- **Segment status**: The match with the highest segment status is given priority.
- **Language direction**: The match with the same language direction (e.g. reference segment and current segment have the same source and target language) is given priority.

The priorities selected here also determine in which order fuzzy matches are displayed if there are several fuzzy matches.

**Min. segment status**
Transit only automatically translates the segment if the segment in the reference material has at least the status selected (⇒ “Working with segment statuses”, page 200).

**Regard segment size**
If this option is selected, Transit will only translate a segment if it contains at least a certain number of words, as defined under Only pretranslate if min. num. of words is.

**Status for pretranslated segments**
This section makes it possible to assign a particular status to pretranslated segments. The following options are available:

- **Default (Translated)**: Pretranslated segments are given the status Translated.
- **Status:** This list allows you to select a different status for pretranslated segments. The following options are available: Translated, Spellchecked, Checked 1 and Checked 2.

- **As reference segment:** Each pretranslated segment is assigned the same status as the reference segment.

▲ **Set segment status to Check pretranslation if aligned segment was used**

Some pretranslation may also come from reference material generated from alignment projects. This option allows you to give such segments the status Check pretranslation, which makes it possible to target these segments for checking after pretranslation.

▲ **Leave untranslated segments empty**

Untranslated segments usually contain 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 translator 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 154).

▲ **Details**

Clicking **Details** takes you to a window where you can define how Transit should handle segments where numbers, exceptions, markups and white spaces need modifying.

To access these options, click on the **Details** button.
Transit shows the **Details – status for pretranslated segments** window.

In the **Numbers** section you can specify the circumstances under which the segment status should be set to **Check pretranslation**. The following options are available:

- **always**: The segment status is set to **Check pretranslation** whenever a number is modified.
- **for singular/plural changes**: The segment status is set to **Check pretranslation** if there is a change from singular to plural or vice versa.
- **Only pretranslate 100% matches**: Pretranslation only occurs if there are no differences.

In the **Pseudo numbers (e.g. C3PO)** section you can specify whether segments that only consist of a combination of letters and numbers (without spaces or non-alphanumeric characters, e.g. brackets) should be pretranslated automatically.

- **Mark as “Translated”**: The status of segments consisting of a so called pseudo number is set to **Translated**.

In the **Exceptions** section you can specify the circumstances under which a pretranslated segment needs or does not need checking. Whenever the predefined exception occurs, the status for that segment is set to **Check pretranslation**.

To define an exception, click on **Edit** (**Creating and customising pretranslation exceptions**, page 409).

- **Only pretranslate if update of string is ‘reliable’**: The segment is only pretranslated if the exception already appears in this form in the reference files, and can thus be regarded as ‘reliable’. 
In the **Markups** section you can set the segment status to be marked as **Check pretranslation** under certain circumstances.

- **if markups deleted**: The segment status is set to **Check pretranslation** if a markup has been deleted in the new segment or if there are less markups than in the reference segment.

- **if markups inserted**: The segment status is set to **Check pretranslation** if markups have been added to the new segment in comparison to the reference segment.

- **if markups replaced**: The segment status is set to **Check pretranslation** if one markup has been replaced by another in the new segment in comparison to the reference segment.

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

- **if update of markups is 'reliable'**: The segment is only pretranslated if the markup already appears in this form in the reference files, and can thus be regarded as 'reliable'.

- **if segment is 100% match**: Pretranslation only occurs if there are no differences.

If there is a different number of spaces in the new segment and the reference segment, the following options in the **Whitespaces** section apply:

- **Ignore differences**: Any differences are ignored and pretranslation is performed as normal.

- **Set segment status to 'Check pretranslation'**: If the number of spaces in the new segment differs from that in the reference segment, the segment status for this new segment is set to **Check pretranslation**.

- **Only pretranslate 100% matches**: Pretranslation only occurs if there are no differences.

---

**Dictionary-based pretranslation**

If Dictionary-based pretranslation is selected, the options in the **Priority**, **Min. segment status** and **Status for pretranslated segments** sections are greyed out.

---

**Basic rules for automatic pretranslation**

In the project settings, you can specify how Transit will perform pretranslation (⇒ “**Pretranslation' project settings**”, page 110).

Regardless of these project settings, the following basic rules always apply:

▲ Segments that are identical in the reference material are automatically pretranslated.

If Transit finds a source-language segment in the reference material which is identical to the segment to be translated, the segment is pretranslated automatically.

Whether Transit will translate such segments if there are several translation versions in the reference material depends on your project settings.
Empty segments are marked as pretranslated.

Empty segments are segments which only contain formatting information but no text. These are automatically pretranslated during the import phase.

Numbers and markups are updated.

If a source-language sentence from the reference material and the current source-language sentence only differ in terms of their numbers and/or formatting, Transit only accepts the text itself from the translation in the reference material. The numbers and markups are carried over from the current source file. These target-language segments are then given the Check pretranslation status.

The reference source-language segment and the current source-language segment differ only in terms of the number (8 versus 10). Transit inserts the text (Das Translation-Memory-System Transit läuft unter Windows 8.) from the translation in the reference material into the current target-language segment. Only the number (10) remains from the current source-language segment.

Normally, this will produce a complete and correct translation of the segment. The segment is given the Check pretranslation status so you can check it and confirm the update as being correct.
'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 (translation suggestions). In so doing, Transit records each reference segment once only, even if it occurs multiple times in the reference material. This makes the reference material more compact, reducing the file size and making it easier to send.

If you are creating a reference extract, there are a range of other settings you can configure:

– With context

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

You can use the Segments before and after values to specify the number of additional segments for Transit to save.

You can use the Whole paragraphs option to specify that for reference segments which are part of a paragraph, the whole paragraph is stored in the reference extract.
4 Project settings

- **For all segments**
  The reference extract also contains the reference segments from automatically pretranslated segments.

- **Max. num. of ref. segments per segment**
  Transit may find several fuzzy matches and related reference segments for the segment to be translated. You can specify the maximum number of reference segments which should be saved for one segment to be translated.

▲ **Minimum quality for fuzzy matches and fuzzy statistics (%):**
Only fuzzy matches having the minimum matching quality or higher are taken into account for statistics and the reference extract.

▲ **Create translation extract**
Transit can create a translation extract containing only those segments which have not been automatically pretranslated («Creating a translation extract», page 75).

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 in the text, Only use segments which occur multiple times must also be selected.

---

**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 ⇒ “Privacy policies, costs and quality when using machine translation”, page 3.

Optional function
Machine translation during import is an optional function. If you wish to use a MT system and have it activated, please 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 (default value: 70%).

- **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).

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

MT suggestions are displayed to the translator additionally to existing fuzzy matches in the fuzzy window (⇒ “Import MT suggestions in the fuzzy window”, page 176).

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.

- Click **Settings** to specify the settings relevant for your MT system.
  For **STAR MT** e.g. you select the MT engine to be used.

---

**Document “Transit – Project manager info”**

The ⇒ “Transit – Project manager info: Creating projects with STAR MT” document contains the most important information on creating projects with STAR MT at a glance.
'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.
Overview

If you are working with other Transit users, it is very easy to exchange projects. In this way, different users can work together on the same translation project. The project manager can also pack other data in addition to the language files (e.g. original files, dictionaries, etc.)

In Transit, the functions **Pack/Unpack (project)**, **Pack/Unpack translation** and **Forward (project)** are used for exchanging projects. Transit saves all the necessary data in one compressed file which you can send to other users via data storage media, e-mail or FTP.

**Processing internal repetitions**

Transit offers a special editing mode for working with identical segments ('internal repetitions mode').

The option to translate the internal repetitions before the remaining content has particular application if you wish to divide up the project and send it to several translators. This is how you ensure that the internal repetitions are translated consistently in all sections of the project, while also reducing the effort which needs to be spent on translation (☞ “Processing internal repetitions”, page 251).
Example of exchanging projects

A project manager creates a multilingual project and imports the original files into Transit. So that the files can be translated into several target languages, the project manager sends the project to native speakers of various languages, who each do ‘their own’ translation and then send the translations back to the project manager. In this way, the project can be conveniently translated into several languages at the same time.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Project manager</th>
<th>Translator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Create project and import files.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Translate any internal repetitions using internal repetitions mode (⇒ “Processing internal repetitions”, page 251).</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Pack project (⇒ “Packing a project”, page 124). The project manager can also pack other data in addition to the language files (e.g. original files, dictionaries, etc.)</td>
<td>Unpack project (⇒ “Unpacking a project”, page 129). This is how the translator can access the language pairs and (if applicable) dictionaries, cod files, reference files, and PDF files that the project manager has sent them.</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Translate language pairs.</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Check translation.</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Pack translation (⇒ “Packing a translation”, page 133).</td>
</tr>
<tr>
<td>8</td>
<td>Unpack translation (⇒ “Unpacking a translation”, page 135). This is how the project manager can access the translated language pairs and (if applicable) dictionaries modified by the translator.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Export translated language pairs.</td>
<td></td>
</tr>
</tbody>
</table>
Packing a project

When, as a project manager, you compile data into a project, you can specify the components of the project you want to pack:

▲ **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 74).

▲ **Files containing formatting information (cod files)**
   - During the import process, Transit separates the layout information from the text information and saves the formatting information to special files (cod files). These files are required to export the translated text. If you pack and send these files, the recipient can also export the translated text. However, this presumes that they have access to a version of Transit which offers this function.

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

▲ **Reference files**
   - You can make the files that you have defined as reference material and added to the project 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 117).

---

**Shared project with TermStar**

If you exchange a Transit project with other Transit users, at this point you can specify whether you also want to exchange project dictionaries.

You can send terminology for a translation project to another user simply by exchanging the Transit project. Therefore, you do not need to create a separate project in TermStar.
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.

File transfer times
The duration of file transfer times is a direct function of the quantity of data that has to be sent. Ensure that you do not send any superfluous 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 54).

Transit displays the Pack project window:
3 Should you want to include multiple target languages in the same package, the following options are available:

- To create a separate ppf file (ppf = Project Package File) for each of multiple target languages, select the desired languages from the Target language list. The Create a separate project package for each language selected option is then selected automatically.
  
  Transit creates one ppf file for each target language.

- To combine the selected target languages into a single ppf file, after selecting the desired languages, uncheck the Create a separate project package for each language selected option.
  
  Transit creates a single ppf file for all of the languages selected.

4 If the project contains one or more dictionaries, you also have the option to pack the project dictionaries as well as the language pairs. To do this, select the option Pack dictionaries.

The TermStar options button then becomes active.

5 If you only want to pack particular language files or additional data, click on Transit options.

Transit displays the Pack-project options window:

6 This is where you specify the options to be taken into account in packing the translation data:

- To only pack particular language files, select Selected files only and select the language files you want to pack from the list.

- To also pack the files for the formatting information, select *.cod files.

- To also pack the original files that you have imported, select Original files.

- To also pack the files that you have specified as reference material, select Reference files.

- If a reference extract was created while the project data was being imported, the Reference extract files option is selected automatically. Uncheck this option if you do not want the reference extract to be packed.

- If a translation extract was generated during the project file import process, you have the following options:
To only pack the translation extract, select **Translation extract only**. In this case, Transit will not pack language files, cod files or original files.

To pack the translation extract in addition to the language files, select **Include translation extract**. In this case, Transit will pack the language files and the translation extract.

- To pack PDF files (if required) for the synchronised PDF viewer, select the **Additional files** option.

7 Confirm your selection by clicking on **OK** in the **Pack-project options** window. Transit displays the **Pack project** window again.

8 To define which particular dictionaries should be packed (if any), click on **TermStar options**.

Transit displays the **Pack-dictionary options** window:

This window provides you with various options for packing one or more dictionaries:

- Transit makes it possible to also take account of language variants in the source and target languages when packing the dictionary data.

Select **Pack all source-language variants** if you want any available source-language variants to be taken into account when packing the dictionary data (e.g. UK English and US English).

Select **Pack all target-language variants** if you want all available target-language variants to be taken into account when packing the dictionary data.

Example: your current project involves a document being translated from German to US English. There is a dictionary containing entries in UK English as, up until now, your customer only needed translation for the UK market. If the **Pack all target-language variants** option is selected, the dictionary entries for UK English will be packed along with the project files. The translator can then decide on a case-by-case basis if an entry can be accepted for their language variant or if it should be adapted.
5 Exchanging projects

- To just pack a dictionary extract, select **Only pack terminology which is used in the language pairs**.

With this option selected, Transit only includes data records which are relevant to the translation. Data records where the source term does not appear in the language pair are not included. This can significantly reduce the quantity of data to be transferred, particularly where substantial dictionaries are involved.

- To just pack those data records which match a user-defined data-record filter, select **Use data-record filter** and specify the data-record filter you wish to use from the list.

  A data-record filter makes it possible to define criteria to determine which dictionary entries Transit will export. Example: you can filter out all the entries which have been edited by the user A. Smith or which were edited before 29/05/02.

- To pack the data records which correspond to a default data-record filter, select a default data-record filter from the **Pack data records** list.

  Transit comes with a range of default data-record filters which you can use for the following situations:

  - Pack all data records: **All**
  - Only pack data records if they have an entry in the selected target language: **If target language available**
  - Only pack data records if they do not have an entry in the selected target language: **If target language does not exist**
  - Only pack data records whose contents do not match the input-verification settings: **If input verification fails**

  Using input verification, you can specify how an entry in a particular field of the dictionary should look. Whenever the user adds or modifies an entry, Transit checks whether the input matches the rules specified for input verification.

  You can also use the default data-record filters in conjunction with your own data-record filters. Transit will then only export those data records which correspond to both the default data-record filter and your user-defined data-record filter.

  You will find more information on input verifications and data-record filters in the ⇒ TermStar User Guide.

9 Confirm your selection by clicking **OK** in the **Pack-dictionary options** window.

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

10 You can add arbitrary files to the project as attachments.

To do so, click **Attachments** and add the files.

11 You can save the options selected as default so that they are preselected when packing the next project.
To do so, select the **Save as my default** or **Save as my default for this customer** option (for projects that are assigned to a customer).

Selected languages, dictionaries and files are not saved.

12 **To generate the file to send to another user, click on Pack file.**

Transit displays the **Pack project** window.

Transit automatically suggests the project name with the respective language code added to the end as a filename for the package file (e.g. **NXT_User_Manual_ENG.ppf**). Transit saves the file in the project working folder.

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

13 **Confirm your selection 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.

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

Transit has stored all the necessary data in a compressed file with the file extension **.ppf**. You can now send this file via a data storage medium, e-mail or FTP.

### Unpacking a project

If, as a translator, you receive a **.ppf** file containing a compressed project, you can unpack it in Transit.

If the project contains a dictionary, after the language files have been unpacked, you have the option of selecting the target database into which the dictionary entries should be imported.

> **The database TermStar NXT Received must be available**

This database must always be available and 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 file that you wish to unpack. Click **Open** to confirm your choice.
Transit displays the **Project name** window:

In the table, Transit displays all the projects available and their scope.

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 a project that has already been unpacked, you will overwrite your existing project. To prevent this from happening in such a case, enter a new project name.
   - **Scope**: If necessary, change the scope to which the project should be assigned (☞ “Scopes in Transit”, page 27).
     If you have predefined a default scope for unpacking projects, in the Working folder user preferences, this scope is already preselected here (☞ “Working Folder”, page 365).
   - If you have selected Customer from the Scope list, select the desired customer from the Customer list.

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

Transit displays the **Folders** window:

If you have predefined a default folder hierarchy for unpacking projects, in the Working folder user preferences, this folder hierarchy is already preselected
here. All data for the project is stored in this working folder (☞ “Working
Folder”, page 365).

5 If necessary, select a different folder hierarchy and confirm your selection with 
OK.

If the project you are unpacking contains a dictionary, you have the option of
selecting the target database into which the content of the unpacked dictionary
should be imported. If this is the case, Transit displays the **Target database
for unpacked dictionary** window:

![Target database for unpacked dictionary window](image)

The database TermStar NXT Received is preselected in the **Target database for
the dictionary** list.

6 You have the following options for selecting the target database:

- To confirm TermStar NXT Received as the target database, click on **OK**.
- If you wish to import the data records into another database, select the
desired target database from the list and confirm your choice with **OK**.
- If the received project contains multiple dictionaries and you do not want
to unpack particular dictionaries (again), click **Skip** for every dictionary you
do not want to unpack.
- Click on the **Create new database** button to create a new database. For
information on this, refer to the ☞ **TermStar User Guide**.

If you unpack a dictionary that you have already unpacked before, Transit
displays the following message:

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

7 To overwrite the old dictionary with the new one, click on **Yes**. To save the
dictionary under a different name, click on **No**.

Transit opens the The dictionary already exists window.

8 Change the name highlighted in the text field and confirm your changes with 
**OK**.

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

Project successfully unpacked and opened.

9 Confirm the message by clicking **OK**.
Transit has saved the project and automatically opened it so that you can open the language pairs immediately and begin your translation (☞ “Translating in Transit”, page 143).

Transit has saved the data in the following folders:

- Language pairs and translation extracts (if any): in the working folder
- cod files (if any) containing formatting information: in the working folder
- Original files (if any): in the org subfolder of the working folder
- Reference files (if any): in the ref subfolder of the working folder
- PDF files (if any): in the working folder
- Dictionaries (if any): in the TermStar NXT Received database or any alternative database you may have selected
- Attachments (if any): in the Attachments subfolder of the working folder

Project may contain attachments

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

For attached PDF files you have the option to open and display them in the PDF viewer in Transit.

Additional pretranslation with own reference material

As a translator, you can repeat the pretranslation for an unpacked project in order to carry out an additional pretranslation with your own reference material. To do so, you repeat the import of the project files and select the desired option for repeating the pretranslation (☞ “Repeating the import”, page 65).

When you have finished your work and want to send back your changes, use the Pack translation function (☞ “Packing a translation”, page 133).
Packing a translation

If, as a translator, you have unpacked and translated a project, you then need to pack it to send it back again.

Save and close the language pairs before packing

Save and close the language pairs before you pack the translation (⇒ “Opening, saving and closing language pairs”, page 144). Otherwise, Transit may pack an old version of the language pairs which does not include any changes you made since the last save.

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 or markup mode (⇒ “Quality assurance”, page 260).

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 file size and shorter transfer times.

Transit does not pack any other files which may have been included in the package from the project manager, e.g. files containing formatting information, original files or reference files, as they already have a copy of these.

How do I pack a translation?

1. Open the unpacked and edited project that you want to pack and send back.
2. If necessary, save and close the language pairs of the project.

Transit displays the Pack translation 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 on **Transit options**.

Transit displays the **Pack-translation options** window:

Transit offers various options to determine which files should be added to the **TPF** file (Translation Package File).

- **Selected files only**: Select this option if you only want particular files to be packed. Select from the file list all the files which should be included.
- **Source files**: Select this option if you want the source-language files to be packed in addition to the target-language files.
- **Exported files**: Select this option if you also want the exported files to be packed.

4 Confirm your selection with **OK**.

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

5 If the original project contained dictionaries, clicking **TermStar options** allows you to define which dictionaries you want to pack.

Transit displays the **Pack-dictionary options** window:

6 Select the dictionaries you want to be included from the list.

Only dictionaries that the user received for editing/use as part of the **ppf** file can be packed.
Unpacking a translation

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

7 **Confirm your selection by clicking OK.**

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

8 **To pack the translation files, click on Pack file.**

Transit displays the **Pack translation** window.

9 **Specify the drive, path and filename to which Transit should save the package file. Click Save to confirm your choice.**

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

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

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

Transit has saved all the data to a compressed file with the file extension *tpf*. You can now send this file via a data storage medium, e-mail or FTP.

Unpacking a translation

If, as a project manager, you have packed and sent a project and received a *tpf* file back containing the edited language pairs and any dictionaries, you then need to unpack it in Transit.

How do I unpack a translation?

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

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

2 **Select the file you want to unpack and confirm your selection by clicking Open.**

Transit displays the **Unpack project** window:
5 Exchanging projects

Log as revision: Select this option so that all logged revisions are taken over to your project files (⇒ “Logging and comparing revision steps”, page 305).

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.

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.
- If you only wish to unpack changes from particular dictionaries, click on TermStar options.

Transit displays the Unpack-dictionary options window:

- Select the dictionaries for which you want to unpack the changes. Transit requires that at least one dictionary be selected, as otherwise no data will be unpacked.
- If you want to unpack all dictionaries for verification purposes, select the option Unpack dictionaries for verification.

Transit will then unpack all the records from the selected dictionaries and import them into a new, empty dictionary to be specified by you. The options for handling individual data records are therefore greyed out. Next, Transit requests that you provide a name for the dictionary into which the data records are to be imported:
Unpacking a translation

The data records are then imported into this dictionary.

- If you only want to import modified data records into existing dictionaries, you can specify in the Data-record handling section how Transit should proceed when merging modified and new data records.

  Select **Merge modified, append new** if you want to merge the modified data records and append the new ones.

  Select **Merge modified, ignore new** if you want to merge the modified data records, but not accept new data records into the dictionary.

  Confirm your selection with **OK**.

1  **Click OK** in the Unpack project window to start the unpacking process.

Transit displays the Unpack extract dictionaries window with a bar showing the progress of the unpacking operation.

New data records and entries are automatically added to the dictionary.

- If there are conflicts with existing, modified data records, Transit displays the Merge/Append import data window.

  If you want to merge data records interactively, please refer to the TermStar User Guide.

When Transit has finished the unpacking process, it displays the following message: Translation successfully unpacked.

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

Transit has integrated the unpacked translation into your project. The project whose translation has just been unpacked is then automatically opened and the target language for the unpacked translation is set as the current target language.
Forwarding a project

The previous sections have discussed the Pack/Unpack (project) and Pack/Unpack translation functions. In some circumstances, however, the recipient of a project may not wish to work on it themselves, but rather to forward it to a third party. For this situation, Transit offers the Forward function.

The following is an example of how the Forward project function might be used:

<table>
<thead>
<tr>
<th>Step</th>
<th>Project manager</th>
<th>Agency</th>
<th>Translator</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Create project and import files</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Packing a project (⇒ page 124)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Unpacking a project (⇒ page 129)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Forwarding a project (⇒ page 138)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Unpacking forwarded project from agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Translating language pairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Packing translation to send to agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Packing a translation (⇒ page 133) and proofreading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Packing translation to return to project manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Unpack translation from agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Export translated language pairs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Example of the Forward project function

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

You can only forward projects which you have received from others and then unpacked. This function is not available on projects which you created yourself.
How do I forward a project?

1. Select Project | Exchange (Transit /XLIFF /SDL /MemoQ) | Forward project
   Transit displays the Forward project window:

   ![Forward project window](image)

   - Target language: English (US)
   - Options: Pack file, Create a separate project package for each language selected
   - Options: Transit options, Pack dictionaries
   - Save settings: Save as my default for this customer

2. If you only want to pack particular language files or additional data, click on Transit options.
   Transit displays the Pack-project options window:

   ![Pack-project options window](image)

   - Selected files only: Assembly, First Stage, Maintenance, Operations, Speed/Tests, Troubleshooting-Repair
   - Include translation extract, Include tool files, Original files, Reference files, Reference files, Additional files

3. Define the required settings for the language files and additional files and confirm them by clicking OK.
   If the project also contains dictionaries, the Pack dictionaries option is automatically selected. Uncheck this option if you do not want to forward the dictionaries.

4. To limit the dictionaries which will be forwarded, click on TermStar options.
5 Exchanging projects

Transit displays the Pack-dictionary options window:

5 Specify the settings required for the dictionaries and confirm them with OK.
Transit displays the Forward project window again.

6 You can add arbitrary files to the project as attachments.
To do so, click Attachments and add the files.

7 You can save the options selected as default so that they are preselected when forwarding the next project.
To do so, select the Save as my default or Save as my default for this customer option (for projects that are assigned to a customer).
Selected languages, dictionaries and files are not saved.

8 To generate the file to forward to another user, click on Pack file.

9 In the Pack project window specify the drive, path and filename to which Transit should save the file to be forwarded and confirm your selection by clicking Save.
When Transit has finished packing the file for forwarding, it displays the following message:

All project files were compressed successfully. The file size is ... bytes.
Transit has stored all the necessary data in a compressed file with the file extension ppf. You can now send this file via a data storage medium, e-mail or FTP.
**XLIFF data-exchange format**

With Transit, you can now also work on localisation data in the XLIFF format (version 1.2). XLIFF stands for "XML Localization Interchange File Format" and is an open standard, based on standardised XML formats. XLIFF is a so-called 'container format' which can hold various other data formats. It has been developed with the aim of allowing localisation data to be exchanged between different pieces of software.

The procedure for handling XLIFF projects in Transit is the same as that for Transit projects, as described in “Unpacking a project”, page 129 and “Packing a translation”, page 133. You can unpack, process, forward xlf files and pack the translated files in Transit. It is, however, not possible to convert a Transit project into this exchange format and to pack a XLIFF project.

**How do I unpack an XLIFF project?**

1. Select Project | Exchange (Transit /XLIFF /SDL /MemoQ) | Unpack. Transit displays the Unpack Transit project data window.
2. To unpack an XLIFF project, select Unpack XLIFF project (*.xlf) from the Files of type list. Select the file that you wish to unpack. Click Open to confirm your choice.

The procedure from this point on is the same as for unpacking a Transit project (“Unpacking a project”, page 129). XLIFF projects do not contain dictionary data, so any information on dictionaries in “Unpacking a project”, page 129 is not relevant when unpacking XLIFF projects.

**How do I pack the translation of an XLIFF project?**

1. Open the edited XLIFF project that you want to return.
2. If necessary, save and close the language pairs of the project.
3. Select Project | Exchange (Transit /XLIFF /SDL /MemoQ) | Pack translation. Transit displays the Pack translation window:

   ![Pack translation window](https://via.placeholder.com/150)

4. To pack the translation files, click on Pack file. If you only want to pack particular language files, you must first click Transit options and select the
desired files (⇒ “Packing a translation”, page 133).

Transit displays the Pack translation window.

5 Specify the drive, path and filename for the XLIFF file to which Transit should pack the translation. Click Save to confirm your choice.

When Transit has packed the XLIFF project, it displays the following message:

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

6 Confirm the message by clicking OK.

Transit has saved all the data to a file with the file extension xlf. You can now send this file via a data storage medium, e-mail or FTP.

How do I forward a previously unpacked XLIFF project?

1 Open the XLIFF project that you want to forward.

2 Select Project | Exchange (Transit /XLIFF /SDL /MemoQ) | Forward project.

Transit displays the Forward project window:

When you forward an XLIFF project, it is converted into a Transit project with the file extension pxf. This gives you the option to, incorporate TermStar dictionaries into the project, in the same way as with Transit projects.

The procedure from this point on is the same as for forwarding a project (⇒ “Forwarding a project”, page 138).
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 a language pair (⇒ page 146)

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 148)
– Segments in the Transit editor (⇒ page 159)
– Markups in the Transit editor (⇒ page 177)

▲ Translating the text (⇒ page 153)

Transit supports you in this process with many functions which make the translation task easier for you (⇒ “Functions which make translation easier”, page 216).

As you translate, Transit automatically provides you with suitable translation suggestions from the reference material (known as ‘fuzzy matches’, ⇒ “Dual Fuzzy windows”, page 167).

Transit automatically looks up terminology from the project dictionaries for the text you are translating (⇒ “Transferring a translation from the dictionary”, page 189).

The concordance search allows you to search for text elements in your current project and in the reference material for the project. Transit provides you with an overview of where identical or similar text occurs (⇒ “Dual Concordance search”, page 241).

With Dynamic Linking, Transit can display all the segments which contain particular pairs of terms. This quickly and easily provides you with an overview of where, and in what context a source-language term and its target-language equivalent are used. It also allows you to effortlessly obtain up-to-date
examples at any time in the context of the current project for terminology maintenance purposes (⇒ “Dynamic Linking”, page 245).

Transit has a special editing mode for processing internal repetitions. You can use this mode to display, translate and review internal repetitions (⇒ “Processing internal repetitions”, page 251).

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 (⇒ “Entering and using comments”, page 195).

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 (⇒ “Working with segment statuses”, page 200).

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 (⇒ “Filtering segments”, page 202).

▲ Save and close the language pair (⇒ “Saving and closing language pairs”, page 147)

When you have translated your text, you can check various aspects of your translation and create various status reports (⇒ “Quality assurance”, page 260 and ⇒ “Analysing project files with the Report Manager”, page 314).

Opening, saving 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 38 and ⇒ “Unpacking a project”, page 129).

Once you have opened the project, you can open the language pairs you want to translate (⇒ “Opening a language pair”, page 146).

If you have made changes to the language pairs (e.g. by translating them), remember to save the language pairs afterwards so that your changes are not lost (⇒ “Saving and closing language pairs”, page 147). Once you have saved the language pairs, they can be exported or returned to the project manager (⇒ “Exporting files”, page 69 and ⇒ “Packing a translation”, page 133).
Opening a project  When you open a project, Transit uses the project settings saved for the project. You will find information on the project settings in “Project settings”, page 84.

How do I open a project?

1  Select Project | Administration | Open.

Transit displays the Project browser window:

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 on 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 on 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 a language pair”, page 146) to start your translation.

Recent projects list

You can view a list of recent projects by clicking on the Transit button. This appears in the right half of the menu in the Recent projects list.

Click on a project in the list to open it.
Once you have opened the project (ና “Opening a project”, page 145), you can open the language pairs for the project.

**How do I open a language pair?**

1. Select **Project | Administration | Open language pairs**.
   Transit displays the **Open language pairs** window, which contains a list of all the language pairs in this project:

   2. Select all the language pairs which you wish to open.
If you have selected more than one language pair, specify how you want to open them:

- If you want Transit to display each language pair in a separate window, select **Open in separate windows**.
- If you want Transit to display all the selected language pairs in a single, common window, select **Open in a single window (globally)**.

Transit then displays all the language pairs in one window. You can translate and process the language pairs as if they were just one file. In this way, you can also use functions such as Find/Replace or Spellcheck for all the open language pairs in one go.

Confirm your selection with **OK**.

Transit opens the language pairs selected and displays them in the editor (⇒ “The layout of the Transit editor”, page 148). You can start translating as described in ⇒ “Translating the text”, page 153.

**Saving and closing language pairs**

If you have made changes to the language pairs (e.g. during translation), remember to save them afterwards so that your changes are not lost when you close the files. If you do not save a language pair before you try closing it, Transit displays a message. This prevents you from accidentally losing any changes you have made to the language pair.

The process for saving or closing language pairs differs depending on whether you want to save or close all language pairs or just a particular language pair.

**How do I save a language pair?**

1. Click on the **Transit button** and select **Save language pair**.
   Transit saves the target-language part of the language pair.

**How do I save all language pairs?**

1. Click on the **Transit button** and select **Save all language pairs**.
   Transit saves all the open language pairs. The source-language parts of the language pairs are also saved automatically.

**How do I close a language pair?**

1. Click on **X** on the right-hand side of the titlebar.
   Transit displays the following message if you have modified the language pair but have not saved it:
   
   The file '<language file>' was changed. Save?
   
   Decide whether Transit should save the language pair or not:
   - **Yes**: Transit saves the language pair and closes it.
   - **No**: Transit does not save the language pair. The language pair closes.
If you select No, you lose all the changes you have made since the last time you saved the file.

- **Cancel**: The language pair is neither saved nor closed.

If applicable, Transit saves the language pair, and then closes it.

**How do I close all language pairs?**

1. Click on the **Transit button** and select **Close all language pairs**.

Transit displays the following message if you have changed a language pair but have not saved it:

The file '<language file>' was changed. Save?

Decide whether Transit should save the language pair or not:

- **Yes**: Transit saves the language pair and closes it.
- **No**: Transit does not save the language pair. The language pair closes.

If you select No, you lose all the changes you have made since the last time you saved the file.

- **Cancel**: The language pair is neither saved nor closed.

---

**Backup save does not replace saving the language pairs**

Even if you have Backup save activated, it is still necessary to save your language pairs to ensure that any changes you have made are not lost. **Backup save is a safety measure, intended to safeguard your data in the case of the unexpected termination of the program. Under no circumstances is it a replacement for regularly saving your work.**

---

**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 200).

There are numerous formatting options for the text in the Transit editor (⇒ “Formatting which Transit displays in the editor”, page 151). 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 150).
In combination with the following four windows, the Transit editor forms the central component for your translation work.

▲ Source-language fuzzy window (⇒ “Dual Fuzzy windows”, page 167)
▲ Target-language fuzzy window (⇒ “Dual Fuzzy windows”, page 167)
▲ The Markup window (⇒ “Markups in the Transit editor”, page 177)
▲ The Terminology window (⇒ “Working with terminology”, page 184)

Via the Transit toolbar, you can call up other tools to help you in your translation work (⇒ “The Transit toolbar”, page 31).

You can customise the position of all the windows and the way your material is displayed (⇒ “Customising the Transit working environment”, page 345).

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 236).
In a similar way to using the Go to function (“Moving the cursor to specific segments”, page 223), 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 on the icon in the header of the info column, to the right of the go to segment field.

   Transit displays the Quick segment filter window:

2. In the Segment status section, specify whether the Current status or the Status after import should be regarded for the filter.

3. From the list, select the segment statuses which the text should be filtered by.

   To do this, select the required segment statuses from the list.
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 on **Apply filter** to confirm your choice and start the filter process or click on **Cancel** to cancel the filter.

Transit displays the results in the editor window.

6 Click on **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 202.

---

**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”, (WYSIWYG stands for “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 226).

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.
The text which has been imported into Transit also contains additional characters and symbols alongside the content which is to be translated:

### Characters and symbols in the Transit editor

The characters and symbols listed below are used in the Transit editor.

<table>
<thead>
<tr>
<th>Characters/Symbols in the editor</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dictionary entries</strong></td>
<td>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 easily transfer these dictionary suggestions to your translation (⇒ “Transferring a translation from the dictionary”, page 189).</td>
</tr>
<tr>
<td><strong>Update markers</strong></td>
<td>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 157).</td>
</tr>
<tr>
<td><strong>Segment markers &lt;&lt;163&gt;&gt;</strong></td>
<td>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 159).</td>
</tr>
<tr>
<td><strong>Markup &lt;F&gt;&gt;_&lt;F&gt;</strong></td>
<td>Markups indicate the place where particular formatting information is located in the original document (⇒ “Markups in the Transit editor”, page 177).</td>
</tr>
</tbody>
</table>

**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 426).
Translating the text

If the language pair is open, the text appears in the editor window in two panes – green for the source language and red for the target language.

When you begin translation, the majority of the text in the target-language pane is usually not translated and is therefore still in the source language. If Transit has found matching segments in the reference material during the import process, these segments will already have been pretranslated.

In the target language window, you now can overwrite the text which is still to be translated. Transit shows the corresponding source language text in the source language window.

During translation, you have the choice between working using the ribbon bar or using keyboard shortcuts:

<table>
<thead>
<tr>
<th>Function</th>
<th>Ribbon bar</th>
<th>Key/Keyboard shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm active segment, set segment status to Translated, move cursor to the next segment to be processed</td>
<td>Processing</td>
<td>Translate</td>
</tr>
<tr>
<td>Move cursor to next segment</td>
<td>Processing</td>
<td>Translate</td>
</tr>
<tr>
<td>Go to start of segment</td>
<td>▲ Start of segment</td>
<td>ALT+Left Arrow</td>
</tr>
<tr>
<td>Go to end of segment</td>
<td>▲ End of segment</td>
<td>ALT+Right Arrow</td>
</tr>
<tr>
<td>Go to next segment</td>
<td>▲ Next segment</td>
<td>Plus</td>
</tr>
<tr>
<td>Go to previous segment</td>
<td>▲ Previous segment</td>
<td>Minus</td>
</tr>
<tr>
<td>Go to next Not translated segment</td>
<td>▲ Next 'Not translated'</td>
<td>CTRL+Plus</td>
</tr>
<tr>
<td>Go to previous Not translated segment</td>
<td>▲ Previous 'Not translated'</td>
<td>CTRL+Minus</td>
</tr>
<tr>
<td>Go to next Check pretranslation segment</td>
<td>▲ Next 'Check pretranslation'</td>
<td>ALT+Plus</td>
</tr>
<tr>
<td>Go to previous Check pretranslation segment</td>
<td>▲ Previous 'Check pretranslation'</td>
<td>ALT-Minus</td>
</tr>
<tr>
<td>Go to next Not translated or Check pretranslation segment</td>
<td>▲ Next 'Not translated' or 'Check pretranslation'</td>
<td>CTRL+ALT+Plus</td>
</tr>
<tr>
<td>Go to previous Not translated or Check pretranslation segment</td>
<td>▲ Previous 'Not translated' or 'Check pretranslation'</td>
<td>CTRL+ALT-Minus</td>
</tr>
</tbody>
</table>

Commands in the Translate group of the Processing tab and their associated keyboard shortcuts
6 Translating in Transit

How do I translate a text in the Transit editor?

1. In the target-language pane place the cursor in front of the text you wish to translate.
2. Enter your translation and delete the old text.

Transit offers additional options for this task. Clicking on the arrow at the bottom of the Confirm button opens a list containing the following options:

- **Delete to end of segment**: Here you can specify whether the old text should be deleted automatically when the translation is confirmed.

<table>
<thead>
<tr>
<th>Function</th>
<th>Ribbon bar</th>
<th>Key/Keyboard shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opens a window for selecting the segment filter according to which you want to navigate</td>
<td>Select filter for navigation</td>
<td>SHIFT+Multiply</td>
</tr>
<tr>
<td>Moves the cursor to the previous segment that complies with the criteria of the selected segment filter</td>
<td>Previous acc. to filter</td>
<td>CTRL+Divide</td>
</tr>
<tr>
<td>Moves the cursor to the next segment that complies with the criteria of the selected segment filter</td>
<td>Next acc. to filter</td>
<td>CTRL+Multiply</td>
</tr>
</tbody>
</table>
| Shows the status of the active segment. The segment status can be switched back to Not translated or a segment can be confirmed as Translated | Processing | CTRL+ALT+Backspace
Assign status | ALT+Insert |
| Active segment is virtually joined with the following segment | Processing | Translate | Join |
| The virtual join is undone | Processing | Translate | Undo join |

Commands in the Translate group of the Processing tab and their associated keyboard shortcuts (cont.)
The **Delete to end of segment** option is the default. If it is selected, when you click on **Confirm** or press the shortcut ALT+INS, Transit will automatically delete the remaining, red-underlined source text from the segment.

- **Check spaces**: Here you can specify whether Transit should check for a space at the end of the source and target-language segment when the translation is confirmed and display respective messages in case of inconsistencies.

- **Check end punctuation**: Here you can specify whether Transit should check for punctuation signs at the end of the source and target-language segment when the translation is confirmed and display respective messages in case of inconsistencies.

- **Empty next segment**: Here you can specify whether Transit should empty of contents of the respective following segment when the translation is confirmed.

If the **Empty next segment** option is selected, when you click on **Confirm** or press the shortcut ALT+INS, Transit will automatically empty the following target-language segment. Selecting this option deselects the **Delete to end of segment** option.

### 3 Transit supports you in your translation work with the following functions:

- If Transit finds an entry in the dictionary for a word in the segment, this word is highlighted in yellow in the editor. In addition, Transit displays the entry in the Terminology window.

You can find information on how to accept a dictionary entry into your translation in “Transferring a translation from the dictionary”, page 189.

- Press the shortcut ALT + ENTER if you want Transit to display a suggested translation from the fuzzy index for this segment.

Transit displays the results in the fuzzy window (“Dual Fuzzy windows”, page 167).

- 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 177).

- You may want to format the text manually in some instances, (e.g. mark as underlined or in italics, “Formatting text manually”, page 226).

- If there are markups in the segment, it may be necessary to reassign, copy or delete them (“Markups in the Transit editor”, page 177).

- You can make comments on segments or search for comments (“Entering and using comments”, page 195).

- If you want to join two sentences in the source language to make one translated sentence in the target language, please refer to “Joining segments virtually and split virtually joined segments”, page 161.

### 4 When you are finished translating the segment, confirm the translation by pressing the shortcut ALT+INS.
Transit changes the status of the segment to Translated.

- It is also possible to assign this status by clicking Confirm under Processing | Translate (⇒ “Working with segment statuses”, page 200).
- Transit moves the cursor to the next segment to be processed.
  In doing so, Transit bypasses all the segments which have already been translated or which do not have to be translated.
- Transit automatically searches the fuzzy index for fuzzy matches for the next segment to be translated (⇒ “Dual Fuzzy windows”, page 167).

5 Press the CTRL+ALT+BACKSPACE shortcut if you wish to undo the translation of a segment.

Transit replaces the text translated by you or Transit with the text of the source language. This means you can also undo translations for segments which Transit automatically pretranslated during the import.

6 Continue translating as explained from point ⇒ Step 1, page 154 onwards.

Do not forget to save the language pair when you are finished translating it (⇒ “Saving and closing language pairs”, page 147).

### Quality assurance after translation

To guarantee top quality of your translation, we recommend that the following items are checked after translation:

- **Spellcheck**
  As with every good word processing program, you can use the spellcheck function in Transit to check your spelling. You can use dictionaries and/or reference material for spellchecking (⇒ “Spellcheck”, page 261).

- **Checking terminology**
  Using this function, you can check whether the terminology from the project dictionaries has been used in the translation (⇒ “Checking terminology”, page 267).

- **Checking markups**
  Markup mode enables you to establish whether the markups in the source and target languages are consistent (⇒ “Checking markups”, page 269).

- **Statuses for the translation report**
  Using segment status, check whether the text is completely translated (⇒ “Working with segment statuses”, page 200).

Please refer to ⇒ “Quality assurance”, page 260 for more information on this topic.
Update markers in the Transit editor

If a text differs from the reference text only in terms of numbers and markups, Transit accepts the text from the reference material and the markups and numbers from the file to be translated. Such segments are assigned the status Check pretranslation (⇒ “Basic rules for automatic pretranslation”, page 115). The modified elements are highlighted in the Transit editor by so-called ‘update markers’:

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.

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 (more details on the information given in the fuzzy windows ⇒ “Dual Fuzzy windows”, page 167).
Transit has carried over the translation from the reference segment and updated the numbers and markups according to what appears in the current segment.

<table>
<thead>
<tr>
<th>Source language</th>
<th>Target language</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reference segment</strong></td>
<td><strong>Current segment</strong></td>
</tr>
<tr>
<td>Over <em>1,700</em> employees work in <em>35</em> offices.</td>
<td>Über <em>1,700</em> Mitarbeiter arbeiten in <em>35</em> Niederlassungen.</td>
</tr>
<tr>
<td>Over <em>1,860</em> employees work in <em>37</em> offices.</td>
<td>Über <em>1,860</em> Mitarbeiter arbeiten in <em>37</em> Niederlassungen.</td>
</tr>
</tbody>
</table>

*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
Segments in the Transit editor

During import, Transit breaks down the text into individual, easily-managed sections known as “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 197).

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:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>Consistent Terminology [32]</td>
</tr>
<tr>
<td>34</td>
<td>Consistent [Terminology[1]] is a prerequisite of high-quality product information [34]</td>
</tr>
<tr>
<td>35</td>
<td>As you translate with Transit, the source text is continuously searched for terminology stored in the database [35]</td>
</tr>
<tr>
<td>36</td>
<td>Any terminology found is color highlighted in the text and displayed with its translation in the [36]</td>
</tr>
</tbody>
</table>

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 419).

Please refer to ⇒ “Working with segment statuses”, page 200 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 159).

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.

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 segment, place the cursor at the position where the segment should be split in two.
2. Right-click to open the context menu and select the 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 161.

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 In the source language segment, place the cursor in the segment that should be joined to the next.
2 Right-click to open the context menu and select the 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 160.

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'.

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.
3. Place the cursor in the segment which contains the translation (seg. 26) and select the option Virtual segment join from the context menu.
Transit joins the active segment and the following segment to become a single unit:

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 select Undo virtual segment join from the context menu in the active segment.

How do I split virtually joined segments:

1. Place the cursor at the position where the virtually joined segments are to be split (in the example: behind „Transit spart Ihnen Geld und“).
2. Select the option Split virtually joined segments from the context menu of the active segment.
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.

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 one segment or multiple 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 translation suggestions for the current project
- For the pretranslation of future projects
- For translation suggestions 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 one or more segments from being used as reference material?

1. To prevent a segment from being used as reference material, right-click on 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 on the selection.
Transit displays the context menu for the target-language window:

Translating the text

2 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).

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

The segment or 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 197).

How do I permit a segment to be used as reference material again?

1 To permit a blocked segment to be used as reference material again, right-click on 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 on the selection.

2 In the context menu, select **Permit as reference material** (for an individual segment) or **Permit selected segments as reference material** (for multiple segments).

The segment or 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** and **Permit selected segments as reference material**.

This is the case if your selection contains both blocked and permitted segments.
Preventing/permitting the editing of a segment

You can lock a segment 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.

How do I lock a segment and prevent it from being edited?

1 Right-click on the required segment in the target-language window.
2 In the context menu, select **Lock segment (disallow editing)**.
   - If Transit does not display the context menu entry, you have selected multiple segments.
   - If Transit displays the **Unlock segment (allow editing)** context menu entry, the segment is already locked.

The segment has the Read only access status. This is displayed in the Access status field in the Segment info window (⇒ “Information in the “Segment info” window”, page 197).

How do I unlock a segment and permit it to be edited again?

1 Right-click on the required segment in the target-language window.
2 In the context menu, select **Unlock segment (allow editing)**.
   - If Transit does not display the context menu entry, you have selected multiple segments.
   - If Transit displays the **Lock segment (disallow editing)** context menu entry, the segment is not locked.
The segment can be edited again.

### Dual Fuzzy windows

#### Overview

Transit uses the *Fuzzy index* to suggest translations from existing translations (*fuzzy matches*). One innovation for fuzzy search which appears in Transit is the so-called Dual-Fuzzy principle - 'dual' because Transit can search for matching blocks of text both in source-language and target-language segments. If no match is found in the source language, Transit can search the target-language segments for similar text while you type your translation. If Transit finds segments containing similar target-language text, these are displayed in the red Target fuzzy window, in accordance with the concept of colour-coding employed in Transit.

Target-language fuzzy search is a particularly valuable tool for the translator when source-language segments which convey the same message are written in a slightly different way, meaning that no matches are obtained using source-language fuzzy search. When it comes to the target language, however, there may well be segments with the same content as the text being translated. Using these target-language translation suggestions, the translator is able to ensure the consistency of the text by formulating identical content in exactly the same way.

Another feature of the target-language fuzzy search is that it also makes it possible to remove variations in the source language, thus allowing a higher level of consistency to be attained in the original documents as well.

For information on how to build the fuzzy index and how to edit and accept translation suggestions, please refer to “Building the fuzzy index and accepting suggestions”, page 169.

The fuzzy index is then searched for segments which are similar to the segment to be translated. This involves searching:

- ▲ in the reference material
- ▲ in all language pairs in the project, including those that are not open
Transit displays fuzzy matches in the Source fuzzy window with the following information:

- **First line:** Match quality, icon, and file containing the translation suggestion. Clicking the icon opens the reference file in a separate window.

- **Second line:** Source-language segment from the reference material

- **Icon for language direction of the reference segment**
  In the second line, Transit additionally displays an icon for the language direction of the reference segment:
  - Icon : The reference segment has the same source and target language as the current segment.
  - Icon : The reference segment has the reverse source and target language in comparison to the current segment.
  - Icon : The source and the target language of the current segment were both target languages in the project the reference segment origins from.
  - Icon : The reference segment has been translated via a Pivot language.
  This information is especially of interest if you often work on multilingual projects.

  If required, you may hide the icon via the **Display icon for language direction** option in the user preferences of the **Dual Fuzzy** option ("User preferences for dual fuzzy search", page 361).

  This information can be displayed only, if the reference files you use come from projects that were created with Transit NXT Service Pack 7 or newer.

- **Third line:** Active source-language segment that you have to translate
  By default, Transit highlights source-language differences between the reference segment and the current segment using a thin green line. You also have the option to display the differences using a thick line or with different font colours ("Specifying the font and colours displayed by the editor", page 353).

- **Fourth line:** Target-language segment from the reference material
  This line displays the reference segment exactly how it appears in the reference file. The symbol in the second column provides information on which status the
reference segment has (e.g. '+' for 100% match or '#' for a segment which was originally pretranslated with the status Check pretranslation (⇒ “Display of the segment status in the Transit editor”, page 437).

▲ Fifth line: current, target-language translation suggestion

This line displays modifications which may be required to the target-language segment (numbers, markups, etc.). Any modifications compared to the unaltered reference segment displayed in line 4 are represented by the numbers in the left-hand field.

These numbers represent the options which you can select for updating fuzzy matches in the Update matches dropdown list, which can be found under Matches | Fuzzy search (source). These are:

- 1st number: numbers updated
- 2nd number: markups updated
- 3rd number: user-defined exceptions updated
- 4th number: terminology updated

For example, if the indicator shows 2/1/0/0, this therefore means that in the updated segment, numbers and markup information have been altered to match the information in the active source-language segment.

If Transit has found several translation suggestions, it shows the closest match, along with the following text:

Press NUM + (numeric keypad) to display more fuzzy matches.

In such a case, you can switch back and forth between the different suggestions using the PLUS and MINUS keys (numeric keypad).

Click on the Transit button and select User preferences, then click Dual Fuzzy in the window and specify the required fuzzy-match quality, and the criteria according to which Transit should accept fuzzy matches (⇒ “User preferences for dual fuzzy search”, page 361).

### Building the fuzzy index and accepting suggestions

Transit builds the fuzzy index if you accept a translation with ALT+INS or a translation suggestion using ALT+ENTER. At the same time Transit creates and updates the fuzzy index in the background such that you do not need to wait for suggestions while you are translating.

Transit displays the translation suggestions (fuzzy matches) it has found in the Source fuzzy or Target fuzzy windows (⇒ “Dual Fuzzy windows”, page 167).

To check the context, you can open the reference file containing the fuzzy match. To do this, double click on the icon in the first column to the left of the path for the reference file. Alternatively you can also open the reference file via the context menu. You can also use this function to correct errors in the reference material if necessary.
You have the choice between using fixed fuzzy windows or bubble windows to display fuzzy matches:

### Fixed fuzzy window

The fixed fuzzy windows are either docked to the Transit user interface, wherever you have selected, or configured as floating windows. When a fuzzy match is displayed in the fuzzy window, the cursor appears in the fuzzy window at the start of the line containing the updated translation suggestion. This offers you the opportunity to adapt the translation suggestion in the fuzzy window, if necessary, and then to accept the translation into the text.

### Bubble window

The bubble window opens at the segment in the target language containing the cursor. When the bubble window opens, the cursor stays in the target-language segment. This offers you the opportunity to accept the translation suggestion straight into the target-language segment and to adapt it from there, if necessary.

In the case of both window types,

- Pressing ALT+INS adopts the unchanged translation suggestion into the target language segment. Transit automatically assigns the segment the status that is
to be assigned in accordance with the default setting (e.g. Translated or Checked) and moves the cursor to the next untranslated segment.

If there are a number of translation suggestions for a segment, Transit automatically adopts the first proposal from this list. If another translation suggestion from the list is to be used, you have to position the cursor manually in the line of the desired translation suggestion. Insert this suggestion in the target language segment by pressing ALT+INS.

You can prevent the ALT+INS function from adopting the translation suggestion by changing the user preferences (⇒ “User preferences for dual fuzzy search”, page 361).

▲ ALT+ENTER inserts the unchanged translation suggestion into the target language segment, but it is not automatically assigned the status Translated. You have the possibility to edit the translation and then confirm it by pressing ALT+INS.

Tip for proofreading
If you are checking a translation in Transit, it is recommended to use the bubble window and to disable the fixed fuzzy window if necessary. You can hide bubble windows by pressing the ESC key and then confirming the current segment by pressing ALT+INS.

If the fuzzy index is started via the fixed fuzzy window, you have to position the cursor in the target language segment manually for each fuzzy match before you can confirm this segment with ALT+INS.

You can find information on the Dual Fuzzy settings in ⇒ “User preferences for dual fuzzy search”, page 361.

How do I search for fuzzy matches and use suggestions in my translation?

1. You have the following options when searching for fuzzy matches:

- Press the keyboard shortcut ALT+ENTER to search for source-language fuzzy matches for the active segment.
  Transit searches for fuzzy matches for the active segment and displays them in the Source fuzzy window.

- Press the keyboard shortcut ALT+INS to confirm the segment selected in the target language as Translated and to move the cursor to the next segment to be processed.
  Transit moves the cursor to the next segment to be processed and searches automatically for source-language fuzzy matches in this new segment. These are then displayed in the Source fuzzy window.

- To confirm the active segment, press the shortcut ALT+INS.
  Transit moves the cursor to the next segment to be processed. When you have entered more than two words into this segment, Transit starts a
target-language fuzzy search. Transit displays the matches in the Target fuzzy window.

Depending on the user preferences, Transit can automatically insert the suggestion from the fuzzy index into your translation or display it in the fuzzy window as a suggestion, allowing you to check and, if necessary, adapt it (User preferences for dual fuzzy search, page 361).

2 The Source fuzzy and Target fuzzy windows allow you to do the following:

- You can alter the translation suggestion from right inside the respective fuzzy window to adapt it to fit with the current translation.

  To do this place the cursor in the line containing the translation suggestion and modify it.

- Using the PLUS and MINUS keys on the keypad, you can switch back and forth between translation suggestions, if Transit has found several suggestions.

  In this case, Transit displays the following message:
  
  Press NUM + (numeric keypad) to display more fuzzy matches.

- You can check the context of a translation suggestion by opening the reference file where the translation suggestion can be found.

  To do this, open the context menu by clicking on the translation suggestion in the Source fuzzy window with the right mouse button and selecting Open reference file. Transit displays the reference file to allow you to check the context. The reference file is opened in a separate editor window, indicated by the new tab at the top of the editor-window area:

Reference file tab

  Click on the X at the top right of the editor area to close the reference file again.

  The translation suggestion may also be a segment which you have already translated in the current language pair. If you select Open reference file from the context menu in this case, Transit displays the following message:

  The reference segment is in the current window. Do you want to go to this segment? (You can use the 'Go to flag' option in the ribbon bar to return to the current segment.)

  This is gives you the option to decide whether the cursor should move to the reference segment.

3 Transfer the match (which you may or may not have altered) to your translation. Press the ALT+ENTER keyboard shortcut to do this.

  Transit replaces the target language segment with the suggested translation and places the cursor in this segment.
If you do not wish to accept the fuzzy match, switch back to the target-language window to translate the text there on your own. To do this, press the keyboard shortcut ALT+2 or place the cursor in the target-language pane using the mouse.

4. Now confirm the selected segment as Translated and move the cursor to the next segment to be processed. Press the ALT+INS shortcut to do this.

Transit moves the cursor to the next segment to be processed and looks for fuzzy matches there.

**“Current segment differs from reference segment” message**

If you accept a suggested translation without changing it even though the current source-language segment differs from the reference segment, Transit may display the following message:

Current segment differs from reference segment.
Should Fuzzy Match still be used unchanged?

By doing this, Transit prevents you from accidentally confirming the suggested translation without having adapted it to match the current segment. If this happens, you should carefully check to ensure that you really do not need to amend the suggested translation.

You can specify whether or not you want Transit to display this message using the Warn if fuzzy match is confirmed without changes option in your user preferences.

**Fuzzy search settings**

Via the ribbon bar, you can configure additional fuzzy search options. To do this, select Matches | Fuzzy search (source) or Fuzzy search (target).

**Fuzzy search (source)**

Gruppe Fuzzy-Suche (Ausgang)

▲ **Min. status**

Here you can define from which segment status reference matches should be regarded. The Source fuzzy window only suggests translations with at least the selected status (⇒ “Working with segment statuses”, page 200).

▲ **Ins. 100% match**

Transit automatically inserts suggestions from the fuzzy index into the target-language text if the match is 100% (i.e. reference segment and segment to be translated match exactly).
However, Transit only inserts the suggestion if you search for a fuzzy match for the segment. You can select from the following options:

- **Always**: The 100% match is accepted automatically.
- **If no variants exist**: If this option is selected, the 100% match will only be accepted if the reference material only contains a single possible translation. If several variants exist, Transit will show you all the translation variants as fuzzy matches.
- **Never**: The 100% match is not accepted automatically, but rather only displayed as a suggested translation. This is the default.

### Min. quality
Here you can define the minimum quality level of the fuzzy matches suggested by Transit. Enter the desired value.

Thus Transit will only suggest fuzzy matches where the reference segments and the segments to be translated exhibit the specified level of similarity.

### Segment concordance
If you select this option, Transit will carry out a concordance search in the source-language segments if the fuzzy search returns no matches.

### Update matches
With this option, you can specify how Transit should update the fuzzy matches ([“User preferences for dual fuzzy search”](#), page 361).

The list **Options** allows you to define the following settings:

- **Bubble**: Select this option if you want fuzzy matches to be displayed in a bubble window.
- **Fixed window**: Select this option if you want fuzzy matches to be displayed in a fixed window.
- **Automatic search**: Selecting this option will mean that the fuzzy search starts automatically, during translation, without the need to press the ALT+ENTER shortcut.
- **Match case**: If you select this option, a 100% match will only be automatically accepted if there is no discrepancy in capitalisation in the segment to be translated and the reference segment. If this option is not selected, then the fuzzy search will not distinguish between upper and lower case.

### Fuzzy search (target)

#### Gruppe Fuzzy-Suche (Ziel)

- **On/Off**: Clicking on this button switches the automatic target-language fuzzy search on or off.
- **Min. status** (see ⇒ [“Fuzzy search (source)”](#), page 173)
Min. quality (see “Fuzzy search (source)”, page 173)

Search in

The following options are available for the target-language fuzzy search:

- Reference material: If this option is selected, the reference material will be searched for fuzzy matches.
- Working folder: If this option is selected, the working folder will be searched for fuzzy matches.

The list Options allows you to define the following settings:

- Bubble (see “Fuzzy search (source)”, page 173)
- Fixed window (see “Fuzzy search (source)”, page 173)
- Phrase search: If this option is selected, Transit will search for the precise sequence of words in the target-language fuzzy search.

Machine translation

Overview

Machine Translation (MT) systems can be used when working with Transit in the following ways:

Editor MT

*Editor MT* means that MT suggestions are explicitly requested in the Transit Editor during translation (“Manually requesting a machine translation”, page 176).

The settings for Editor MT are user-specific. The settings are specified by the translator using the Machine translation option of the user preferences (“User preferences for Editor MT”, page 378).

Import MT

*Import MT* means that MT suggestions are generated when the project is imported.

Import MT suggestions are displayed to you as translator in the fuzzy window, together with the fuzzy matches that may exist (“Import MT suggestions in the fuzzy window”, page 176).

The settings for Import MT are project-specific. The settings are specified by the client or project manager on the Machine translation tab of the Project settings window (“‘Machine translation’ project settings”, page 119).
Transit displays the translation suggestion of an Editor MT system in the Source Fuzzy window as follows:

If the segment for which a machine translation has been requested contains markups, the display is extended by a row:

In the additional row, Transit displays if the segment text has been transferred to the MT system with or without markups.

If the respective MT system does not support the processing of markups, Transit automatically transfers the segment text without markups. In this case you will have to insert the markups after accepting the MT suggestion for your translation.

How do I manually request a machine translation?

1. In the target-language window of the Transit editor, right-click on the current segment.
   
   Transit displays the context window of the target-language window.

2. In the context menu, select the Request machine translation entry.
   
   If fuzzy matches exist for the segment, Transit displays the translation suggestion of the MT system at the top of the Source Fuzzy window. This way the MT suggestion can be easily compared with the fuzzy match of the highest quality.
   
   Just like a fuzzy match, you can edit the MT suggestion and accept it for your translation.

Transit displays the translation suggestion of an Import MT system, e.g. STAR MT, in the Source Fuzzy window as follows:

STAR MT inserts markups already correctly into the MT suggestions. Other MT systems may not support the processing of markups.
In this case, Transit automatically transfers the segment without markups to the MT system (see the additional row at the top):

In this case you will have to insert the markups manually after accepting the MT suggestion for your translation.

Just like a fuzzy match, you can edit the MT suggestion and accept it for your translation.

Document “Transit – Translator info”
The ⇒ “Transit – Translator info: Using STAR MT suggestions” document contains the most important information on using STAR MT suggestions at a glance.

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 so-called '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 `<b>`, 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 so-called 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 178, you can find information on what types of markup exist and how to use them.
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 269**.

The **Markup window** contains basic information on the markups in the active segment:

- 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 `<b>` 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 180”).
<table>
<thead>
<tr>
<th>Markup</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pair</td>
<td>The basic markup pair. A word or section of text is enclosed by a markup.</td>
<td>The negation in the example sentence has been assigned the markup &lt;b&gt; for bold: The files must [1&gt;&gt;not&lt;&lt;1] be deleted.</td>
</tr>
<tr>
<td>Grouped pair</td>
<td>Two markup pairs are applied to one string. The markup pairs start and end at the same place in the text.</td>
<td>The negation has been assigned the markups &lt;b&gt; for bold and &lt;i&gt; for italic: The files must [1&gt;&gt;not&lt;&lt;1] be deleted.</td>
</tr>
<tr>
<td>Nested pair</td>
<td>Two markup pairs whereas inside the outer markup pair, another markup pair exists.</td>
<td>The entire example sentence has been assigned the markup for italics. The negation, inside this markup, is also assigned the markup for bold: [1&gt;&gt; The files must [2&gt;&gt;not &lt;&lt;2&lt;1] be deleted &lt;&lt;1].</td>
</tr>
<tr>
<td>Merged pair</td>
<td>Two identical markup pairs which are separated from one another in the source-language segment are merged in the target-language segment.</td>
<td>SL: [1&gt;&gt;Dual Fuzzy search&lt;&lt;1] is an excellent [2&gt;&gt;function &lt;&lt;2]. TL: Die [1+2&gt;&gt; Dual Fuzzy-Funktion&lt;&lt;1+2] ist hervorragend.</td>
</tr>
<tr>
<td>Separated pair</td>
<td>A markup pair in the source-language segment is split into two identical markup pairs in the target-language segment.</td>
<td>SL: [1&gt;&gt;Select &lt;&lt;1] the following option: TL: [1&gt;&gt;Wählen&lt;&lt;1] Sie die folgende Option [1&gt;&gt;aus&lt;&lt;1]:</td>
</tr>
<tr>
<td>Point</td>
<td>A markup point refers to a cross-reference or an image.</td>
<td>The example sentence contains a cross-reference &lt;img href&gt; to an embedded image file. The files &lt;1&gt; must not be deleted.</td>
</tr>
<tr>
<td>Editable point</td>
<td>An editable markup point is a cross-reference containing text which must be translated.</td>
<td>The cross-reference for the embedded image file contains text which is relevant for the translation: The files &lt;1&gt;&lt;“Product Info”&gt; must not be deleted.</td>
</tr>
</tbody>
</table>
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 438). 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 183).

Transit displays the type as follows:

<table>
<thead>
<tr>
<th>Markup</th>
<th>Display of the type</th>
<th>Example</th>
</tr>
</thead>
</table>
| Markup pair    | aaa [1-type] bbb [type-1] ccc | The negation in the example has been assigned the markup <b> for bold:  
  The files must [1-b] not <b-1> be deleted. |
| 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:

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcut</th>
<th>Command via the ribbon bar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show or hide the markup IDs in the active window</td>
<td>F6</td>
<td>View</td>
</tr>
<tr>
<td>Go to the previous markup without assigning the current markup</td>
<td>SHIFT+F8</td>
<td>Processing</td>
</tr>
<tr>
<td>Start markup mode for the current segment</td>
<td>F9</td>
<td>Processing</td>
</tr>
<tr>
<td>Start markup mode for all segments with markups</td>
<td>SHIFT+F9</td>
<td>Processing</td>
</tr>
<tr>
<td>Start markup mode for all segments in which target-language markups are missing</td>
<td>CTRL+F9</td>
<td>Processing</td>
</tr>
<tr>
<td>Ungroup grouped markups</td>
<td>CTRL+F10</td>
<td>Processing</td>
</tr>
<tr>
<td>Regroup a series of markups</td>
<td>SHIFT+F10</td>
<td>Processing</td>
</tr>
<tr>
<td>Assign current markup; the cursor jumps to the next markup</td>
<td>F11</td>
<td>Processing</td>
</tr>
<tr>
<td>Go to the next markup without assigning the current markup</td>
<td>SHIFT+F11</td>
<td>Processing</td>
</tr>
<tr>
<td>Leave without markup if a source-language markup is not needed in the target language; the cursor jumps to the next markup</td>
<td>CTRL+F11</td>
<td>Processing</td>
</tr>
<tr>
<td>Assign the markup corresponding to the ID number</td>
<td>CTRL + Markup ID</td>
<td>Processing</td>
</tr>
<tr>
<td>Delete markup</td>
<td>CTRL + Markup ID + DEL</td>
<td>Processing</td>
</tr>
</tbody>
</table>

*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).

2. Then begin to enter the text to which the markup should be assigned. The markup is inserted when you enter the first character:

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 181 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 181.
Working with footnotes and indices

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 very large number or extensive footnotes and indices:

▲ Bubble window for footnotes and indices (☞ page 183)
▲ Navigating between reference and content (☞ page 184)

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 (☞ “Defining user preferences for the Transit editor”, page 356).
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.
- 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.
  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 use TermStar in Transit in the following ways:

▲ Terminology search

▲ View terminology suggestions in dictionaries for the active segment and transfer these to your translation (⇒ “Transferring a translation from the dictionary”, page 189).

▲ Add terminology from Transit to a dictionary (⇒ “Adding terminology to the dictionary”, page 191).

▲ Check terminology to determine whether you used the translations from the dictionaries (⇒ “Format check”, page 275).

▲ Automatically accept all terms from the dictionary (⇒ “Accepting all terms”, page 195).

▲ Add specialist terminology from a language pair to a dictionary (⇒ “Extracting terminology from language pairs”, page 79).

If you have already created a dictionary for your terminology in TermStar, you can assign it to a Transit project. If you do this, Transit also opens the dictionary simultaneously with the project.

If you add terminology to a dictionary, Transit saves the new terminology to the 'current' dictionary. This dictionary can be defined in the project settings (⇒ “Dictionaries’ project settings”, page 107).
You will find detailed information on TermStar in the TermStar User Guide.

Dynamic Linking

With Dynamic Linking, Transit can display all the segments which contain particular pairs of terms. This quickly and easily provides you with an overview of where, and in what context a source-language term and its translation are used. It also allows you to effortlessly obtain up-to-date examples at any time in the context of the current project for terminology maintenance purposes ("Dynamic Linking", page 245).

Switching between the Transit editor and TermStar

You can switch back and forth between the Transit editor and the TermStar project dictionaries by clicking on the corresponding tab or by pressing the keyboard shortcut CTRL+TAB:

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 "TermStar – Import/Export" document.

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 on the **Transit button** and select **Open dictionaries**.
   Transit displays the **Open dictionaries** window:

   ![Open dictionaries window](image)

   - **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](DicNXTIntro in TabStar 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**.
3. Confirm your choice 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](TermStar (Independent) Glossary (TermStar))
Web search: You can use the Web search to research translations and the meanings of words and phrases directly in Transit using different Internet 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. In the context menu, select **Web search**:

   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 on **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
▲ Display a service’s website: symbol

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

**Transferring a translation from the dictionary**

Transit automatically searches the project dictionaries for appropriate entries while you translate. By default, Transit carries out a morphological search and also finds declined or conjugated forms of existing 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 (“Accepting all terms”, page 195).

**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**
With Dynamic Linking, Transit can display all the segments which contain the suggestions from the dictionary. This quickly and easily provides you with an overview of where, and in what context a source-language term and its target-language equivalent are used. It also allows you to effortlessly obtain up-to-date examples at any time in the context of the current project for terminology maintenance purposes (“Dynamic Linking”, page 245).

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 an 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 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.

Adding terminology to the dictionary

You can add terminology to the current TermStar dictionary while you are translating in Transit.

The following options are available:

- Adding selected terms to dictionary
  Select a word in the source language and its translation in the target language and add it straight to the current dictionary as a new data record.

- Adding terminology to the dictionary using rapid entry mode
  Select a word and use the rapid entry function to add it as a new data record or a new entry to a dictionary.

  With the rapid entry function, you can add extra information to the dictionary, apart from the term (e.g. subject, context). In addition, you can also specify to which project dictionary the terminology should be added.
Adding terminology suggestions based on markups to the dictionary

Adding selected terms to dictionary

You can select words in the source and target language and immediately add them to the dictionary as a new data record. With this function, you can only specify the source and target-language terms for this entry or data record.

Transit saves selected terms to the current dictionary

If you add a selected term to the dictionary, Transit always saves it to the 'current' dictionary. Which dictionary this is can be specified in the project settings (→ “Dictionaries’ project settings”, page 107).

Please ensure that you have specified the required dictionary as the current dictionary.

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 inserts the pair of terms into the dictionary as a new data record.

- If a data record containing an identical pair of terms already exists, Transit displays the following message:
  Data record "<...>" already exists.

- If the new data record has the same source-language term but a different target-language term as an existing data record, Transit displays the following message:
  Entry "<...>" already exists.

Decide whether you want a new data record to be created or the existing data record to be expanded:

- New data record: The terminology is added to the current dictionary as a new data record.

- Insert: The terminology is appended as a new entry to the existing data record in the current dictionary.

- Cancel: No terminology is added to the current dictionary.

Adding terminology to the dictionary using rapid entry mode

You can add words to the current dictionary using the rapid entry mode.

Transit displays the following fields in the Rapid entry window:

- Dictionary to which the entries should be added
- Current source-language term
- Current target-language term
- Fields with input verification

You can specify these fields in the dictionary settings (⇔ TermStar User Guide).
If a term already exists in the dictionary, you can choose one of the following options:

▲ **New data record**: TermStar creates a new data record with both entries.
   
   Always create a new data record if the terms have a different meaning than the existing data record.

▲ **Insert**: TermStar inserts the new term as a new entry in the data record of the existing term.
   
   Always insert an entry into the existing data record if the term has the same meaning as the existing data record.

---

### TermStar only checks the target dictionary

When making new entries, TermStar only checks the dictionary to which you are adding the new entries, i.e. the dictionary that you selected in the **Rapid entry** window. Entries which exist in other dictionaries are not taken into consideration.

---

**How do I add terminology to a project dictionary using the rapid entry function?**

1. **Select** **Terminology | Creation | Rapid entry**.
   
   Transit displays the **Rapid entry** window with the following fields:

   - Target dictionary to which the terminology is added
   - Source-language term which you have selected
   - Target-language term which you have selected
   - Other fields, for which an input verification has been defined, may also appear

2. Select the dictionary to which Transit should add the terminology.

3. Correct the source-language or target-language term, if necessary.

4. Fill in the other fields, if necessary.

5. Confirm your entry with **Save**.
   
   - If a data record containing an identical pair of terms already exists, Transit displays the following message:
     
     Data record "<...>" already exists.
   
   - If the new data record has the same source-language term but a different target-language term as an existing data record, Transit displays the following message:
Entry "<...>" already exists.

Decide whether you want a new data record to be created or the existing data record to be expanded:

– **New data record**: The terminology is added to the selected dictionary as a new data record.

– **Insert**: The terminology is appended as a new entry to the existing data record in the dictionary selected.

– **Cancel**: You return to the Rapid entry window without having added the terminology to the dictionary.

As the Rapid entry window remains open, you can create further data records.

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

The Terminology window can also display terminology suggestions based upon already translated terms from your working folder or in the reference material that contain formatting information, for example, italic, bold or underline. Terminology suggestions based on markups are indicated in blue in the Terminology window.

For the Terminology window to display terminology suggestions based upon markups, you need to select the options **Regard formatted strings from the working folder** and/or **Regard formatted strings from the reference material** in the User preferences for Terminology search (→ “User preferences for terminology search”, page 376).

You can either immediately accept these terminology suggestions into the current dictionary as a new data record, or use the rapid entry function to add them to a dictionary as new data records or new entries.

### How do I add terminology suggestions based on markups to a dictionary?

1. Open the context menu in the Terminology window by right-clicking on a terminology suggestion (highlighted in blue).
2. From the context menu, select either **Insert terminology in current dictionary** or **Rapid entry**.

   From this point, the procedure is exactly the same as that described in ⇒ “How do I add selected terms to the current dictionary?”, page 192 and ⇒ “How do I add terminology to a project dictionary using the rapid entry function?”, page 193.
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 197).

If your project contains comments on particular segments, there is an easy way of navigating through those segments in order to read the comments and check the segments concerned (⇒ “Navigating to segments containing comments”, page 199). If you choose to print segment pairs, you can also print out the

Accepting all terms

Transit can automatically accept all terms from the dictionary for segments which are not translated. Transit then automatically inserts the translation of the source-language terms it finds in the dictionary into the target-language segment.

Several translations or no translation in dictionary

If Transit finds several translations in the dictionary for one source-language term, Transit always takes the first translation.

If Transit finds a source-language term in the dictionary but no target-language translation, Transit leaves the source-language term unchanged.

How do I accept all terms for not translated segments?

1 Specify via Terminology | Use | Auto-insert if you want to accept the terms just for the active segment or for the whole file.

- Select the Segment option if you want to accept the terms for the active segment,
- Select the File option if you want to accept the terms for the whole file.

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 accept all the terms from the dictionary, click Yes.

Transit replaces all the source-language terms in segments which are not translated with the target-language terms from the dictionary.

Now Transit displays the following message:

All terms found in the dictionary have been inserted.

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comments on a proofreading printout (☞ “Printing out Transit files for proof-reading”, page 300).

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 208).

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 send him/her your project (☞ “Exchanging projects”, page 122). 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 31).

<table>
<thead>
<tr>
<th>Comments are automatically included when you send a project</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you exchange projects with other Transit users, Transit automatically includes the comments when the project is sent. As Transit saves the comments together with the segments in the language pair, the comments are automatically sent at the same time.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comments in reference material are not imported</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of all revision steps of the translation, differences between the current and previous revision step</td>
<td>Differences are marked the same way as in the fuzzy window.</td>
</tr>
<tr>
<td>Previous revision step of the translation</td>
<td></td>
</tr>
<tr>
<td>Current revision step of the translation</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>From translator/reviewer</td>
<td>Translator’s or reviewer’s comment (WebCheck)</td>
</tr>
<tr>
<td>From project manager</td>
<td>Project manager’s comment</td>
</tr>
<tr>
<td>Target language segment</td>
<td></td>
</tr>
</tbody>
</table>

Information in the Segment info window
<table>
<thead>
<tr>
<th>Field</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Status of the current segment (⇒ “Working with segment statuses”, page 200).</td>
</tr>
<tr>
<td>Pretrans.qual.</td>
<td>Quality of pretranslation or fuzzy match used</td>
</tr>
<tr>
<td>Qual. reduction</td>
<td>Degree of discrepancy between the reference segment used and the current segment (usually if a fuzzy match or Check pretranslation segment has been used)</td>
</tr>
</tbody>
</table>
| Lang. direction of ref.| Language direction of the reference segment  
  ▲ Identical: Reference segment has the same source and target language as the current segment.  
  ▲ Vice-versa: Reference segment has the reverse source and target language in comparison to the current segment.  
  ▲ Indirect: Source and target language of the current segment were both target languages in the project the reference segment origins from.  
  ▲ Pivot: Reference segment has been translated via a Pivot language.                                                                 |
| 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)                                                            |
| using                  | Details of the files used for editing                                                                                                         |
| First file path        | Path of the file in which the segment was translated for the first time                                                                     |
| Second file path in brackets | Path of the physical file in the reference material of 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                                                                                                            |

*Information in the Segment info window (cont.)*
Entering and using 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 227).
   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.

Navigating to segments containing comments

Using keyboard shortcuts you can easily navigate to segments for which comments have been entered.
You can read the comments and check the segments concerned.

How do I navigate to segments containing 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 segments containing comments by using the following keyboard shortcuts in the Segment info window:

<table>
<thead>
<tr>
<th>Function</th>
<th>Keyboard shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments from the project manager:</td>
<td></td>
</tr>
<tr>
<td>Previous comment</td>
<td>ALT+MINUS (numeric keypad)</td>
</tr>
<tr>
<td>Next comment</td>
<td>ALT+PLUS (numeric keypad)</td>
</tr>
<tr>
<td>Comments from the translator or reviewer:</td>
<td></td>
</tr>
</tbody>
</table>

Transit – Navigating to segments containing comments
Transit displays the segment concerned as the current segment.
You can read the comment and press ALT+2 to switch to the current segment in 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 200).

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 159).

### 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 197)
- In the info column in the Transit editor (⇒ “The layout of the Transit editor”, page 148)
- In the segment marker at the end of each segment (⇒ “Display of the segment status in the Transit editor”, page 437)
- In the status bar (⇒ “7: Status bar:”, page 29).

### Using segment statuses
Transit does not just display segment statuses (⇒ “Determining the status of a segment”, page 200), it also allows you to take different statuses into account when using various functions:

- Filtering segments according to status (⇒ “Filtering segments”, page 202 and ⇒ “Search and filter functions in the Transit editor”, page 150)
- Specifying minimum segment status for pretranslation (⇒ “Pretranslation project settings”, page 110)
Working with segment statuses

▲ Specifying minimum segment status for fuzzy matches (⇒ “User preferences for dual fuzzy search”, page 361)
▲ Specifying minimum segment status for concordance search and Dynamic Linking (⇒ “User preferences for dual concordance search”, page 359)
▲ Carrying out analyses of the various statuses in the project (⇒ “Analysing project files with the Report Manager”, page 314)
▲ Displaying segments with different statuses in a different colour (⇒ “Specifying the font and colours displayed by the editor”, page 353)
▲ Printing segments which were not pretranslated or pretranslated and changed manually with revision bars (⇒ “Starting printing”, page 302)

Possible segment statuses

A segment can have the following statuses:

<table>
<thead>
<tr>
<th>Status</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Imported/Not translated</td>
<td>Neither Transit nor a user has edited the segment.</td>
</tr>
<tr>
<td>Aligned</td>
<td>The segment comes from an alignment project, but has not yet been checked by the user (⇒ “Creating reference material by using alignment”, page 322).</td>
</tr>
<tr>
<td>Alignment checked</td>
<td>The segment comes from an alignment project, and has been checked by the user (⇒ “Creating reference material by using alignment”, page 322).</td>
</tr>
</tbody>
</table>
| Check pretranslation    | Transit has pretranslated text which, apart from the numbers and markups, is identical to text in the reference material. Transit has applied the numbers or markups from the current source-language segment and marked them with update markers. 
                           | The segment must be checked and, where necessary, corrected (⇒ “Markups in the Transit editor”, page 177).                                    |
| Translated              | A user has confirmed the segment as translated.                                                                                            |
| Spellchecked            | A user has confirmed the segment as spellchecked.                                                                                           |
| Checked 1               | A user has confirmed the segment as Checked 1. You can assign the statuses Checked 1 and Checked 2 for additional proofreading checks, e.g. for a stylistic check. |
| Checked 2               | A user has confirmed the segment as Checked 2.                                                                                            |

Please refer to ⇒ “Changing the segment status while translating”, page 159 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 159)
- Find (page 216)
- Find/Replace (page 218)
- Spellcheck (page 261)
- Checking terminology (page 267)
- Checking markups (page 269)
- Format check (page 275)
- Printing out Transit files for proofreading (page 300)

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 203). You can create the following types of filter:

- Filtering for segments containing a specific content (page 204)
- Filtering for segments within/outside a certain range (page 206)
- Filtering segments according to segment information (page 208)

You can save segment filters ("Saving segment filters", page 213) 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 215).

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 easily 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 **Segment filter** window:

   ![Segment filter window](image)

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 204).
   - Segments which are within or outside a range: **Segment range** tab (⇒ “Filtering for segments within/outside a certain range”, page 206).
   - Segments according to segment information: **Segment info** tab (⇒ “Filtering segments according to segment information”, page 208).
   - Segments with context-based pretranslation: **Segment context** tab (⇒ “Filtering segments with context-based pretranslation”, page 212).

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 213).
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 203 and “Opening existing segment filters”, page 215 for more detailed information on how to create a new segment filter or modify an existing one.

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.
Filtering segments

- **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 213).
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 sections ⇒ “Creating a new segment filter”, page 203 and ⇒ “Opening existing segment filters”, page 215 for more detailed information on how to create a new segment filter or modify an existing one.

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.
Filtering segments

- **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 213).
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 sections ⇒ “Creating a new segment filter”, page 203 and ⇒ “Opening existing segment filters”, page 215 for more detailed information on how to create a new segment filter or modify an existing one.

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 displays the segments which currently have the selected statuses.
  - **Status after import**: Transit displays the segments which had the selected statuses immediately after import.

Select one of these options and then select the desired status from the list. It is possible to select more than one item.

▲ **Hide protected segments**: Transit does not display segments which you cannot edit (e.g. empty segments or segments which only contain markups).

▲ **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 in the list.

▲ **First translated by**: Transit only displays the segments which were first translated by a specific user.

Enter the name of the desired user in the list.
▲ **Last changed by:** Transit only displays the segments which were last changed by a specific user.

Enter the name of the desired user in the list.

▲ **Reference material used:** Transit only displays segments that were edited with the help of reference material.

You can also filter for segments that were edited with the help of reference material from a specific folder. To do so, enter the folder path containing the desired reference files in the list.

▲ **Last change** section: Transit only displays segments which were edited in a specific period.

You must specify the period:

- **Before:** Transit only displays segments which were changed before the date specified. Enter the date (and optionally also the time) in the first field.
- **Since:** Transit only displays segments which were changed since the date specified. Enter the date (and optionally also the time) in the first field.
- **From/until:** Transit only displays segments which were changed between two specific points in time. Enter the starting date (and optionally the time) in the first field, then the end date (and optionally the time) in the second field.

Example: You enter: 30.05.2008 11:18. This means Transit will display all segments which were not changed since 30.05.2008 at 11:18, i.e. the segments which were changed up until 30.05.2008 at 11:17.

▲ **Quality reduction** section: Transit only displays segments which have a certain difference in quality between the reference segment and the current segment. It is possible to select more than one item. You can choose from the following options:

- **None:** Transit displays the segments without a quality reduction.
- **Due to insignificant difference:** Transit displays the segments with insignificant differences.
- **Due to moderate difference:** Transit displays the segments with moderate differences.
- **Due to significant difference:** Transit displays the segments with significant differences.
- **Internal repetitions** section: Transit offers the following view options:
  - **All segments**: Transit displays all segments, including internal-repetitions segments.
  - **Only repetition segments**: Transit only displays internal-repetition segments.
  - **Only non-repetition segments**: Transit displays all segments except the internal-repetitions segments.
  - **Only first occurrence**: Transit only displays segments which are internal repetitions, and of these only the first occurrence.
  - **All, but only first occurrence of repetitions**: Transit displays all segments, though only the first occurrence of each internal repetition.

- **Edited by** section: Transit only displays segments which have been edited in a particular way. It is possible to select more than one item. You can choose from the following options:
  - **Pretranslation**: Transit displays pretranslated segments.
  - **User**: Transit displays segments edited/translated by the user.
  - **Fuzzy match (user)**: Transit displays fuzzy matches edited by the user.
  - **MT match (user)**: Transit displays all segments that have been translated with the help of a translation suggestion generated during import.

- **Access status** section: Transit only displays segments that have a certain access status. You can choose from the following options:
  - **Permitted as reference material**: Transit displays only segments that have the access status *Unrestricted* or *Read only*.
  - **Not permitted as ref. material**: Transit displays only segments that have the access status *Not as reference*.

- **Fuzzy match quality** section: Transit only displays segments whose fuzzy match quality is in a specific range.
  - **Potential fuzzy matches**: Transit considers the potential, not the actually used fuzzy matches.
  - **Used fuzzy matches**: Transit considers the actually used, not the potential fuzzy matches.
  - **Potential or used fuzzy matches**: Transit considers the potential or the actually used fuzzy matches.

Specify the desired quality:
  - **Higher than**: Transit only displays the segments for which the quality is greater than the value you specify in the field to the right.
  - **Equals**: Transit only displays the segments for which the quality is the same as the value you specify in the field to the right.
  - **Lower than**: Transit only displays the segments for which the quality is less than the value you specify in the field to the right.
Language direction of reference material section: Transit displays only segments where the reference segment had a specific language direction.

- **Unknown**: Transit displays only segments where the source and target language of the used reference segment has been unknown.
- **Identical**: Transit displays only segments where the used reference segment had the identical source and target language.
- **Indirect**: Transit displays only segments where the used reference segment had the current source and target language as target languages.
- **Vice-versa**: Transit displays only segments where the used reference segment had the reverse source and target language.
- **Pivot**: Transit displays only segments where the used reference segment has been translated via a Pivot language.

Only segments with revisions: Transit displays only segments for which revisions have been logged.

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 213).

**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”.

Please refer to sections ⇒ “Creating a new segment filter”, page 203 and ⇒ “Opening existing segment filters”, page 215 for more detailed information on how to create a new segment filter or modify an existing one.
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 from the list:

- **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 Save segment filter 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 27).
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 easily 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 215).

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 Open segment filter window:

   ![Open segment filter window](image)

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 204).
Functions which make translation easier

Overview As you translate, Transit helps you with a number of functions that have been designed and optimised especially for the translation process:

△ Find ( ⇒ page 216)
△ Find/Replace ( ⇒ page 218)
△ Moving or copying text ( ⇒ page 221)
△ Inserting Unicode characters ( ⇒ page 221)
△ Selecting the keyboard layout ( ⇒ page 222)
△ Moving the cursor ( ⇒ page 222)
△ Moving the cursor to specific segments ( ⇒ page 223)
△ Formatting text manually ( ⇒ page 226)
△ Deactivating write protection for the source language ( ⇒ page 227)
△ Using AutoText to insert frequently occurring text ( ⇒ page 227)

Please refer to ⇒ “Quality assurance”, page 260 for information on how you can check the status, markups, spelling and terminology of your translation.

Find In Transit, as with every word processing program, you can search for any string. Transit displays various messages if it cannot find the string you are searching for (see Table ⇒ “Messages if Transit cannot find a string”, page 218).

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.
To set additional options for the search, click on the + button in the Options section.

Transit expands the window to display the following options:

- **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.

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 (see table “Messages if Transit cannot find a string”, page 218).

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:

<table>
<thead>
<tr>
<th>Situation</th>
<th>Message</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have clicked on <strong>Find next</strong>. Transit could not find a hit down to the end of the file.</td>
<td>The end of the document was reached. The search term was not found. Do you want to continue at the beginning of the document?</td>
<td>▲ Yes: Transit continues the search from the start of the document to the point where you started the search. ▲ No: Transit exits the search.</td>
</tr>
<tr>
<td>You have clicked on <strong>Find previous</strong>. Transit could not find a hit up to the start of the file.</td>
<td>The beginning of the document was reached. The search term was not found. Do you want to continue at the end of the document?</td>
<td>▲ Yes: Transit continues the search from the end of the document to the point where you started the search. ▲ No: Transit exits the search.</td>
</tr>
<tr>
<td>You continued to search for a hit. Transit could not find another hit.</td>
<td>Transit has finished searching the document.</td>
<td>Confirm the message by clicking <strong>OK</strong>.</td>
</tr>
<tr>
<td>Transit could not find any hit.</td>
<td>Transit has finished searching the document. The search item was not found.</td>
<td>Confirm the message by clicking <strong>OK</strong>.</td>
</tr>
</tbody>
</table>

*Messages if Transit cannot find a string*

**Find/Replace** In Transit, as with any other data processing program, 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 (see table “Messages if Transit cannot find a string”, page 218).

**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 on the + button in the **Options** section.

Transit expands the window to display the following options:

- **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 on **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 on **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 on **X**.
     Transit closes the **Find/Replace** window.
   - If you want to replace all strings found without further prompting, click on **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 (see table “Messages if Transit cannot find a string”, page 218).

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 177 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 character set. 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 **Character map** window:
3  Select a Unicode character group from the list (e.g. Latin-1).
   Transit shows the characters from the group selected in the character map.

4  Click on 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 select the correct keyboard layout for each window and each dictionary entry. To do so, select the Automatic keyboard switch option under Edit | Miscellaneous.

Example: you are working on a German to English translation project:

▲ When the cursor is in the source-language pane (German), Transit selects the German keyboard layout.

▲ When the cursor is in the target-language pane (English), Transit selects the English keyboard layout.

▲ When the cursor is in a German dictionary entry, TermStar selects the German keyboard layout.

▲ When the cursor is in an English dictionary entry, TermStar selects the English keyboard layout.

**Moving the cursor**

You can move the cursor in the editor with ribbon bar commands or keyboard shortcuts.

### Moving the cursor in internal repetitions mode

If you are working in internal repetitions mode, Transit provides other possibilities for moving the cursor ( ⇒ “Processing internal repetitions”, page 251).

<table>
<thead>
<tr>
<th>Function</th>
<th>Ribbon bar</th>
<th>Key/Keyboard shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm the current segment, move the cursor to the next segment to be processed and search for fuzzy matches there</td>
<td>Processing</td>
<td>ALT+INSERT</td>
</tr>
<tr>
<td>Search for fuzzy matches for the current segment</td>
<td>ALT+ENTER</td>
<td></td>
</tr>
<tr>
<td>Go to start of segment</td>
<td>Processing</td>
<td>ALT+LEFT ARROW</td>
</tr>
</tbody>
</table>

*Moving the cursor in the editor*
Functions which make translation easier

<table>
<thead>
<tr>
<th>Function</th>
<th>Ribbon bar</th>
<th>Key/Keyboard shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to end of segment</td>
<td>Processing</td>
<td>Translate</td>
</tr>
<tr>
<td>Go to next segment</td>
<td>Processing</td>
<td>Translate</td>
</tr>
<tr>
<td>Go to previous segment</td>
<td>Processing</td>
<td>Translate</td>
</tr>
<tr>
<td>Go to next 'Not translated' segment</td>
<td>Processing</td>
<td>Translate</td>
</tr>
<tr>
<td>Go to previous 'Not translated' segment</td>
<td>Processing</td>
<td>Translate</td>
</tr>
<tr>
<td>Go to next Check pretranslation segment</td>
<td>Processing</td>
<td>Translate</td>
</tr>
<tr>
<td>Go to previous Check pretranslation segment</td>
<td>Processing</td>
<td>Translate</td>
</tr>
<tr>
<td>Go to next 'Not translated' or Check pretranslation segment</td>
<td>Processing</td>
<td>Translate</td>
</tr>
<tr>
<td>Go to previous 'Not translated' or Check pretranslation segment</td>
<td>Processing</td>
<td>Translate</td>
</tr>
</tbody>
</table>

Moving the cursor in the editor (cont.)

An overview of all shortcuts is provided in the Appendix (⇒ “Keyboard shortcuts”, page 446).

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 223.

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 224.
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 224.

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 225).

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 easily find your way back to the flagged position in the text (details ⇒ “How does Transit retain the current position of the cursor?”, page 225).

Go to a segment for which comments have been entered (⇒ “Navigating to segments containing comments”, page 199).

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:

- 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 419).
- **Bookmark**: If you have set a bookmark, Transit can move the cursor to the bookmark (⇒ “How do I set a bookmark?”, page 225).

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 on 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.
Functions which make translation easier

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 on the Bookmark option.
   Transit displays the Bookmark window:

   ![Bookmark 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 224).
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:

   ![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:

   ![Go to flag]

   Transit moves the cursor to the retained position.
In addition to being able to assign markups to translated text in Transit (☞ “Working
with markup IDs”, page 178 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 programs (e.g. Word, FrameMaker), it is possible to specify so-called
"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 on the icon for the formatting you require:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Bold</td>
</tr>
<tr>
<td>K</td>
<td>Italics</td>
</tr>
<tr>
<td>U</td>
<td>Underline</td>
</tr>
<tr>
<td>X</td>
<td>Superscript</td>
</tr>
<tr>
<td>X₂</td>
<td>Subscript</td>
</tr>
</tbody>
</table>

**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 426).
Deactivating write protection for the source language

The text in the source language is always 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. Uncheck 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 on **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 AutoText 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).
Functions which make translation easier

3 In the top field, enter a name for the AutoText entry:

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.

Opening language files using the “File navigation” window

The language 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 to open these files in the Transit editor right from the window with a double click.

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.

In addition, the File navigation window contains the Error (type) and Error (file) tabs that serve as error display. This error display is updated when a format check or terminology check (⇒ “Performing the format check”, page 283 or ⇒ “Checking terminology”, page 267) or a an error report via the Report Manager Quality Check (⇒ “Quality report”, page 308) is performed.
Localising resource files in the RC editor

The RC editor is a tool for localising resource files. It offers a comprehensive set of options for working with binary resource files, for example, for resizing and repositioning the window elements contained within these files. In the RC editor, you can alter the size or position of a window element, or select several elements at once to arrange them on the interface, as required. In addition, 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 provides you with a separate view of the files in the project and can also be used to jump to specific dialog names or window elements (for information, ⇒ “Opening language files using the “File navigation” window”, page 230).

You can find information on handling floating windows in the ⇒ “How do I display a floating window?”, page 420.

Information on using the File navigation window in a project containing resource files is available under⇒ “How do I handle a translation project in the RC editor?”, page 234.

Localising resource files in the RC editor
For information on how to select and show the viewers, please refer to “How do I select a viewer?”, page 236.

The RC editor toolbar offers the following view and resizing options:

<table>
<thead>
<tr>
<th>Function</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Side by side</td>
<td>Arranges the source and target-language panes side by side</td>
</tr>
<tr>
<td>Top/bottom</td>
<td>Arranges the source and target-language panes one under the other</td>
</tr>
<tr>
<td>Show/hide source language</td>
<td>Shows or hides the source-language pane</td>
</tr>
<tr>
<td>Show/hide target language</td>
<td>Shows or hides the target-language pane</td>
</tr>
<tr>
<td>Align left</td>
<td>Aligns groups of window elements to the left</td>
</tr>
<tr>
<td>Align right</td>
<td>Aligns groups of window elements to the right</td>
</tr>
<tr>
<td>Align top</td>
<td>Aligns groups of window elements to the top</td>
</tr>
<tr>
<td>Align bottom</td>
<td>Aligns groups of window elements to the bottom</td>
</tr>
<tr>
<td>Centre vertically</td>
<td>Centres the window element vertically (individual elements or groups)</td>
</tr>
<tr>
<td>Centre horizontally</td>
<td>Centres the window element horizontally (individual elements or groups)</td>
</tr>
</tbody>
</table>

*RC editor - toolbar functions*
Localising resource files in the RC editor

How do I group and edit multiple window elements?

1. Click on the first window element you want to add to the group.
   The element is highlighted with blue resizing handles.

2. Press and hold the CTRL key.

3. Add other elements to the group by clicking on them.
   Window elements grouped in this way are indicated by the presence of resizing handles. If, for example, the **Same width and height** command is selected, the last window element added to the group determines the size of all the elements in the group. This element can be identified by the blue resizing handles. The other elements are indicated by white resizing handles:

```
Grouping window elements in the RC editor
```
If you press the SHIFT key, instead of the CTRL key as described in point 2, the first element selected will determine the dimension in question for all the elements in the group. This element can be identified by the blue resizing handles.

4 Now select the desired function from the RC editor toolbar to alter the size and position of the grouped window elements.

**AutoResize with resource DLLs on WPF basis**

If in resource DLLs on WPF basis the automatic size adjustment of UI elements (AutoResize) was set, this is also taken over for the localisation and display in the RC editor, i.e. the size of the elements is automatically adjusted to the text length. The circumstance that the height and width of elements cannot be replaced by user-defined values, is in this case volitional.

**How do I handle a translation project in the RC editor?**

1 Open or unpack the project (⇒ “Opening a project”, page 54 and ⇒ “Unpacking a project”, page 129).

2 Move the mouse pointer over the resource bar and select the **File navigation** window from the context menu.

Transit shows the **File navigation** window.

3 If necessary, also call up the **RC editor** window and the **Markup** window using the method described in point 2. If you often work on projects containing binary resource files, it is recommended that you select the appropriate user role or set up a window layout which is suited to this purpose (⇒ “Customising the Transit editor”, page 412).

4 In the **File navigation** window, double click on the binary resource file you would like to edit. This is the only way to individually select window elements. Opening language files via the ribbon bar or the Quick Access Toolbar displays the first segment of the opened file in the Transit editor.

Transit opens the selected language file in the Transit editor.

5 Translate the text (⇒ “Translating the text”, page 153).

   - If the length restriction is exceeded, the text in the segment is highlighted in light and dark red. The section of the text highlighted in dark red is the part which surpasses the length restriction.

   - If it is necessary to change the position or size of window elements (⇒ “How do I group and edit multiple window elements?”, page 233).

   - The process for handling and inserting accelerator keys is the same as that used for handling markups (⇒ “Inserting and copying markups during translation”, page 181).

Example of inserting accelerator keys during translation:

The source-language term **Abbrechen** has been translated with **Cancel**. Instead of the letter **A** which is used in the source language, in the target
Localising resource files in the RC editor

Language, accelerator key C for Cancel is used. Place the cursor to the left of the letter C and then press CTRL+1 to assign the accelerator key C to the Cancel command:

The accelerator key is indicated by a superscripted 1 to the left of the selected letter. In addition, the Markup window indicates which letters have already been used as accelerators in the translation of the current window or menu. This information in the Markup window is only for information purposes. After your translation is complete, you can carry out a check for unassigned accelerator keys via markup mode or format check (⇒ “Checking markups”, page 269 and ⇒ “Format check”, page 275). The check for accelerators which have been assigned more than once can only be carried out via the format check.

Using the shortcut CTRL+SHIFT+<letter> you can define accelerator keys in the target language which have no equivalent in the source language. This may be useful if an accelerator is missing in the source language, but needs to be inserted for the target language.

6 Continue with the process described under point 5 until you have finalised the translation.
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.

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 236).

Transit offers viewers which provide a synchronised view of files with the following file types:

▲ PDF viewer for the 'static' display of PDF files (created from the original files from FrameMaker, InDesign, QuarkXPress, Word, PowerPoint, Visio, and RTF) and the dynamic preview of MS Word files

▲ HTML viewer for the 'dynamic' display of HTML files and user-defined, custom XML files

▲ Multimedia viewer for displaying a variety of graphics formats contained in Word files

Another preview option offered by Transit is:

▲ Dynamic preview of MS Office files (Word, Excel, PowerPoint) in the respective MS Office program

How do I select a viewer?

1 Move the mouse pointer to the area to the right of the resource bar and right-click to open the context menu of the Transit toolbar.

Transit displays the context menu of the Transit toolbar. The bottom section of this menu displays a list of the available viewers.

2 Select a viewer by left-clicking on the corresponding icon.

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 31).
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.

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:

You can display a preview of the text in its original layout, showing the latest status of your translation into the target language.

This preview option is currently available only for Word files.

To generate a preview proceed as follows:

– Open the context menu of the target-language section of the Transit editor.
– Select the Display preview in Transit option.

The toolbar of the PDF viewer/Word preview offers the following view options:

<table>
<thead>
<tr>
<th>Function</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Allows to open any PDF file</td>
</tr>
<tr>
<td>Source language</td>
<td>Displays the source-language PDF file</td>
</tr>
<tr>
<td>Target language</td>
<td>Displays the latest status of the translation into the target language in a Word preview</td>
</tr>
<tr>
<td>Zoom in</td>
<td>Incrementally zooms in on the page view</td>
</tr>
<tr>
<td>Original size</td>
<td>Displays the page view in its original size</td>
</tr>
</tbody>
</table>

The toolbar of the PDF viewer/Word preview floating window
It is also possible to view the text synchronised in the editor and original format for projects involving HTML files or user-defined, custom XML files. In addition to the source-language, the HTML viewer can also preview the target-language version of the original file, thus providing a continually updated view of the latest status of the translation. This means that the target-language version is updated dynamically.

### File for the PDF viewer must be located in the working folder

In order to use the PDF viewer in a translation project, the PDF file must be placed in the working folder which contains the associated language pair. It is also important that the PDF file have exactly the same name as the original file or the Transit language pair.

**Example:**

- **Language pair:** ch_06_translation.deu/eng
- **PDF file:** ch_06_translation.pdf

If the PDF viewer is opened and there are no PDF files in the working folder, or the name of the PDF file differs from the name of the language pair, Transit displays the following message:

```
No PDF file available.
Please make sure that the PDF file is located in the working folder.
```

### HTML viewer

<table>
<thead>
<tr>
<th>Function</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom out</td>
<td>Incrementally zooms out from the page view</td>
</tr>
<tr>
<td>Page width</td>
<td>Adjusts the page view to the width of the viewer window</td>
</tr>
<tr>
<td>Page height</td>
<td>Adjusts the page view to the height of the viewer window</td>
</tr>
</tbody>
</table>

*PDF viewer/Word preview – toolbar functions*
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 appears in the target-language pane of the HTML viewer:

The toolbar of the HTML viewer offers the following navigation and view options:

<table>
<thead>
<tr>
<th>Function</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>First segment</td>
<td>Displays the first segment of the current file</td>
</tr>
<tr>
<td>Previous segment</td>
<td>Goes to the previous segment</td>
</tr>
<tr>
<td>Next segment</td>
<td>Goes to the next segment</td>
</tr>
<tr>
<td>Last segment</td>
<td>Displays the last segment of the current file</td>
</tr>
<tr>
<td>Side by side</td>
<td>Arranges the source and target-language panes side by side</td>
</tr>
<tr>
<td>Top/bottom</td>
<td>Arranges the source and target-language panes one under the other</td>
</tr>
<tr>
<td>Show/hide source language</td>
<td>Shows or hides the source-language pane</td>
</tr>
<tr>
<td>Show/hide target language</td>
<td>Shows or hides the target-language pane</td>
</tr>
<tr>
<td>Change text size</td>
<td>Increases the size of the displayed text</td>
</tr>
</tbody>
</table>

For information on how to select and show the viewers, please refer to ⇒ “How do I select a viewer?”, page 236.

**Multimedia viewer**

In Transit, the Multimedia viewer gives you the option to display images contained in a Word file.

Instead of having to refer back to the original file or, for example, to a PDF version of the document, thanks to the Multimedia viewer, you can easily establish the contextual relationship between the text and the image information without leaving...
the Transit working environment. The Multimedia viewer displays the image which belongs to the respective text segment:

<table>
<thead>
<tr>
<th>Function</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>Opens the Print window</td>
</tr>
<tr>
<td>Fit to window</td>
<td>Adjusts the size of the selected images to the size of the Media-viewer window</td>
</tr>
<tr>
<td>Scroll mode</td>
<td>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</td>
</tr>
<tr>
<td>Zoom out</td>
<td>Incrementally zooms out from the image</td>
</tr>
<tr>
<td>Zoom in</td>
<td>Incrementally zooms in on the image</td>
</tr>
<tr>
<td>Original size</td>
<td>Displays the image in its original size</td>
</tr>
<tr>
<td>Show/Play first item</td>
<td>Displays the first item in the active segment</td>
</tr>
<tr>
<td>Show/Play previous item</td>
<td>Displays the previous item in the active segment</td>
</tr>
<tr>
<td>Show/Play next item</td>
<td>Displays the next item in the active segment</td>
</tr>
</tbody>
</table>

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 124 and ⇒ “Forwarding a project”, page 138). The cod file contains the image information and must therefore be included in the project file. Only then will the recipient of such a project be able to display the images in the Multimedia viewer.
Dynamic preview of MS Office files

When translating MS Office files (Word, Excel, PowerPoint), you have the option to open a preview of the file from the Transit editor in the respective MS Office program, showing the latest status of your translation. When doing so, the respective MS Office program is opened in the foreground.

How do I open a preview of an MS Office file in the respective MS Office program?

1. Right-click on a segment in the target-language pane of the Transit editor.
2. From the context menu which is then displayed, select the option **Display preview in Office application**.

   Transit opens the respective MS Office program and displays a preview of the file, showing the latest status of your translation.

   The segment on which you right-clicked to open the preview, is highlighted. If this belongs to a paragraph, the entire paragraph is highlighted. This enables you to see at a glance where you are in the file.

Alternatively, for MS Word files, you may open the preview in the Transit window **PDF viewer/Word preview** (⇒ “PDF viewer/Word preview”, page 237).

---

### Dual Concordance search

**Overview**

The Dual Concordance search allows you to search for character strings in the current project and in the project reference material. Transit provides you with an overview of where identical or similar strings occur. This means you can check whether and how a certain sentence structure or term is used, for example. Transit does not take formatting information into account during the search, so it will find the search term regardless of the paragraph or character formatting.

You can specify a wide range of settings for concordance search, which are saved by Transit in the user preferences (⇒ “User preferences for dual concordance search”, page 359).

**Starting a concordance search**

You have two options for calling up concordance search.

- Via the context menu from the language pair
- Via the ribbon bar, under **Matches | Dual Concordance | Search**

© STAR Group
This means that Transit provides the ideal solution for every situation.

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

1. Select the term 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. Select **Concordance search** from the context menu.

Transit starts the search and displays the results in the **Dual Concordance** window. Transit displays the matches, starting with the most similar match:

<table>
<thead>
<tr>
<th>Source language</th>
<th>Target language</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEU</td>
<td>ENG</td>
</tr>
<tr>
<td>Markieren Sie <strong>sprachspezifischer Standard</strong> um zu überprüfen, ob die Darstellung der Zahlen in der Zielsprache auch den zielSprachlichen Konventionen entspricht.</td>
<td>Select <strong>Country standard</strong> to check if the formatting of the numbers in your translation corresponds to the <strong>conventions</strong> used in the target language.</td>
</tr>
<tr>
<td>Zusätzlich kann Transit <strong>NX</strong> überprüfen, ob die Darstellung der Zahlen in der Zielsprache auch den zielSprachlichen Konventionen entspricht.</td>
<td>There is also an option to check if the formatting of the numbers in your translation corresponds to the <strong>conventions</strong> used in the target language.</td>
</tr>
</tbody>
</table>

The matches contain the following information:

- First line: Similarity of match and name of the file in which the text was found Button for opening this file.
- Second line: Source language and source-language segment (with highlighted search term, where applicable).
- Third line: Target language and target-language segment (with the search term highlighted).
If necessary, you can open the reference file via the context menu, in order to view the match in context:

---

You can specify the following settings for Dual Concordance search:

- **Minimum quality**: Specify how similar the search term and the text in the segments should be. You can use this setting to define how similar matches should be. This value is only relevant for word searches (where Transit searches individually for every single word entered). With the **Phrase search** option, Transit only searches for 100% matches of the search string.

- **Phrase search**: Select this option if you want Transit to search segments for text which is a 100% match for the search string.

Examples for a word search and a phrase search:

<table>
<thead>
<tr>
<th>Search string</th>
<th>Word search finds</th>
<th>Phrase search finds</th>
</tr>
</thead>
<tbody>
<tr>
<td>this translation</td>
<td><em>This</em> tool is useful for your <em>translation</em>.</td>
<td>–</td>
</tr>
<tr>
<td>this translation</td>
<td>Improve your <em>translation</em> with <em>this</em> new feature.</td>
<td>–</td>
</tr>
<tr>
<td>this translation</td>
<td>You can do <em>this translation</em> with Transit.</td>
<td>You can do <em>this translation</em> with Transit.</td>
</tr>
</tbody>
</table>

**Examples of word and phrase searches**

- **Morpho search**: Select this option if you want Transit to include in the search all the possible inflections of the search term.

- **Match case**: Select this option if you want Transit to take account of case differences for the concordance search.

4 **Options** takes you to the Dual Concordance search user preferences. From there, you can configure additional, project-independent settings for Dual Concordance search (☞ “User preferences for dual concordance search”, page 359).
Via the context menu you have the following possibilities to work with the result of the Dual Concordance search:

- **Copy segment**: Select this option to copy the marked segment and paste it into another program.

- **Accept translation**: Select this option to accept the translation of the marked segment directly for the segment activated in the Transit editor.

- **Display option**: Select this option to change the display of e.g. the markups in the Dual Concordance window.

- **Rapid entry**: Select this option to insert the marked word or word sequence via the rapid entry function into one of your project dictionaries (☞ “How do I add terminology to a project dictionary using the rapid entry function?”, page 193).

You also have the option to save the results of a concordance search in the form of a language pair. To do so, click **Save results**.

Transit displays the Save as window. The window shows the respective working folder. If necessary, select a different folder to save the search results to. Enter the name under which you wish to save the search results into the **Filename** field and confirm the information by clicking on **Save**.

If you have finished your search and no longer require the Dual concordance window, you can close it by clicking on X on the right of the titlebar.

**How do I start a concordance search from the ribbon bar?**

1. Select **Matches | Dual Concordance | Search**.

Transit displays the Dual Concordance window:

2. Depending on the term you wish to search for, enter the search term in the Source language and/or Target language fields.

3. Click on **Search** to start the concordance search.
Dynamic Linking

Overview

Dynamic Linking works like a multilingual concordance search. It displays all the segments which contain particular pairs of terms. This quickly and easily provides you with an overview of where, and in what context a source-language term and its translation are used.

You can use Dynamic Linking also if only a source language term exists.

Compared to the static recording of examples in a dictionary, Dynamic Linking has the following advantages:

▲ Subject

Dynamic Linking displays examples found in the currently used reference material, i.e. the project/subject the translator is working on.

The same term might have been translated differently in different projects: Example: English driver – German Fahrer or Treiber.

▲ Context

Dynamic Linking displays examples embedded in the context of the segment they appear in.

A term on its own does not indicate a meaning as it lacks context. Example: Motor in German = motor or engine in English.

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 the concordance search since starting Transit. If you want to search again for a term that you have already entered, simply select it from the list. This feature is very helpful if you want to use different settings for different terms.
Dynamic Linking does not require additional terminology maintenance effort because examples do not need to be added to the dictionary but are created dynamically when Dynamic Linking is called up.

Examples in a dictionary require great maintenance effort and may soon become obsolete.

Dynamic Linking reduces the size of dictionary databases as the dictionaries do not need to contain the examples.

Dynamic Linking is only useful for Transit projects with reference material
As Dynamic Linking searches the reference material for terms or pairs of terms, this function only makes sense if you are working in a Transit project that contains reference material.

Calling up Dynamic Linking
There are several possibilities for calling up Dynamic Linking. This means that Transit provides the ideal solution for every situation.

From the Terminology window
From the dictionary itself
From the Transit-toolbar context menu

Transit displays the search results in the Dynamic Linking window (⇒ “Dynamic Linking results”, page 248).

How do I call up Dynamic Linking via the Transit Toolbar?

1 Position the mouse pointer over the resource bar and right click. Select the Dynamic Linking tool from the context menu.

Transit displays the Dynamic Linking window (⇒ “Dynamic Linking results”, page 248).

2 In the Source language and/or Target language fields, enter the term in the source and/or target languages which you want to search for using Dynamic Linking and click Search.

If you want to use morphological search, enter the base form of the term.

Transit displays the Dynamic Linking window, containing the search results (⇒ “Dynamic Linking results”, page 248).

How do I call up Dynamic Linking from the Terminology window?

1 If Transit is displaying dictionary suggestions for the current segment, double-click on the symbol to the left of the corresponding entry. This is the fastest way of opening Dynamic Linking for a term or pair of terms.

Alternatively you can open the context menu in the Terminology window by right-clicking on the dictionary entry in question.
Transit displays all the terms or the pairs of terms for which you can call up the **Dynamic Linking** feature:

2 Select the term or pair of terms for which you wish to call up Dynamic Linking. Transit displays the **Dynamic Linking** window, containing the search results (⇒ “Dynamic Linking results”, page 248).

**How do I call up Dynamic Linking from the dictionary?**

1 Click on the TermStar tab.

2 Select the data record for which you wish to call up Dynamic Linking, and then open the context menu. TermStar displays the terms or pairs of terms in the submenu **Dynamic Linking**:

3 In the submenu, select the term or pair of terms for which you wish to call up Dynamic Linking. TermStar displays the **Dynamic Linking** window, containing the search results (⇒ “Dynamic Linking results”, page 248).
After you have called up Dynamic Linking (☞ “Calling up Dynamic Linking”, page 246), Transit starts searching and displays the search results in the Dynamic Linking window. Transit displays the matches, starting with the most similar match:

The matches contain the following information:

▲ First line: Similarity of match and name of the file in which the text was found.
▲ Second line: Source language and source-language segment (with highlighted search term, where applicable).
▲ Third line: Target language and target-language segment (with highlighted search term, where applicable).

Selecting the option **Display only search language** means that instead of displaying the source and target languages, Transit will only display the language which is being searched (☞ “Settings for Dynamic Linking”, page 249).

If necessary, you can use the context menu to open the reference file so you can view the context of the match.

If you no longer require Dynamic Linking, you can close the window by clicking on **X** on the right of the titlebar.

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 that you have already entered, simply select it from the **Source language** or **Target language** list and click on **Search**. This feature is very helpful if you want to use different settings for different terms.
In the **Dynamic Linking** window, you can define various settings. Clicking **Options** takes you to the Dynamic Linking user preferences. From there you can configure additional, project-independent settings (⇒ “**Dynamic Linking user preferences**”, page 251).

▲ **Minimum quality**: Specify how similar the search term and the text in the segments should be in the source and target language. You can use this setting to define how similar matches should be.

▲ **Phrase search**: Select this option if you want Transit to search segments for text which is a 100% match for the search string.

Examples for a word search and a phrase search:

<table>
<thead>
<tr>
<th>Search string</th>
<th>Word search finds</th>
<th>Phrase search finds</th>
</tr>
</thead>
<tbody>
<tr>
<td>this translation</td>
<td>This tool is useful for your translation.</td>
<td>–</td>
</tr>
<tr>
<td>this translation</td>
<td>Improve your translation with this new feature.</td>
<td>–</td>
</tr>
<tr>
<td>this translation</td>
<td>You can do this translation with Transit.</td>
<td>You can do this translation with Transit.</td>
</tr>
</tbody>
</table>

_{Examples of word and phrase searches}_

▲ **Source language**: Enter the source-language term here which you want Transit to search for.

If you only want Transit to search in the target language, leave this field empty and only enter text in the **Target language** field.

▲ **Target language**: Enter the target-language term here which you want Transit to search for.

If you only want Transit to search in the source language, leave this field empty and only enter text in the **Source language** field.

▲ **Morpho search**: Select this option if you want Transit to take morphological criteria into account for Dynamic Linking. To do this, enter the base form of the term into the **Source language** and/or **Target language** fields. Transit will then also search the language pairs for conjugated and inflected forms.

▲ **Match case**: If you want Transit to take account of case differences for Dynamic Linking.

▲ **Include all languages**: This option is only available if you call up Dynamic Linking from TermStar (⇒ “**How do I call up Dynamic Linking from the dictionary?**”, page 247).

Select this option to determine whether TermStar should only take the current source and target language into account for Dynamic Linking, or whether it should consider all languages for which there are entries in the data record and reference material.
Example for the term pair database/Datenbank:

<table>
<thead>
<tr>
<th></th>
<th>English</th>
<th>German</th>
<th>French</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data record in the</td>
<td>database</td>
<td>Datenbank</td>
<td>base de données</td>
</tr>
<tr>
<td>dictionary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sample segment 1</td>
<td>...in this database</td>
<td>...in dieser Datenbank</td>
<td>...dans cette base de données</td>
</tr>
<tr>
<td>Sample segment 2</td>
<td>Deleting the database</td>
<td>Datenbank löschen</td>
<td>Supprimer la banque de données</td>
</tr>
</tbody>
</table>

*Examples of including all languages in the search*

- Include all languages in the search *(Include all languages selected)*:
  TermStar also compares the French entry *base de données* in the data record with the text of the segments. As the sample segment 2 contains another term (*banque de données*), this segment does not match the data record entries for all languages. Dynamic Linking does therefore not display segment 2 but only the sample segment 1.

- *Do not* include all languages in the search *(Include all languages not selected)*:
  TermStar only compares the German and the English entry with the text of the segments. As these terms also appear in sample segment 2, the segments match the data record in the source and target language. Therefore, Dynamic Linking displays sample segment 1 and sample segment 2.

If TermStar is unable to find any matches solely because 'Include all languages' is checked, Transit displays the following message in the results window:

*Please uncheck 'Include all languages' and try again.*

With the option *unchecked*, TermStar would be able to find matches. If you want to display these matches, uncheck *Include all languages* and search again by clicking *Search*.

▲ **Display only search language**: Select this option if you want Transit to only display segments in one language as results.

- If the *source language* field contains search text, Transit will display the source language.

- If the *source language* field is blank and Transit is only searching in the target language, Transit will display the target language.

If you deselect the **Display only search language** option, Transit will display both source-language and target-language segments.

▲ **Display only bilingual hits**: Select this option if you want Transit to only display hits for which there are both source-language and target-language segments.

If you deselect the **Display only bilingual hits** 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 very little English-Italian reference material available, you select material from English-German projects for Dynamic Linking as well.

– If you select Display only bilingual hits, Transit will only display hits from the English-Italian reference material.
– If you deselect this option, Transit will display (English) hits from the English-German reference material as well.

Dynamic Linking user preferences
The user preferences for Dynamic Linking are the same as for Dual Concordance (e.g. language pairs to be searched, minimum segment status). To change the user preferences for Dynamic Linking, click on Options in the Dynamic Linking window. Transit displays the Dynamic Linking screen of the User preferences window.

This window can also be opened via the ribbon bar. To do this, select Terminology | Dynamic Linking | Options from the ribbon bar.

Processing internal repetitions
Transit offers a special editing mode for processing internal repetitions (internal repetitions mode).
You can use this mode to display and translate internal repetitions before starting the 'actual' translation. A separate function, offering convenient navigation options, is available for reviewing the internal repetitions (⇒ “Checking internal repetitions”, page 290).
The option has particular application if you wish to divide up the project and send it to several translators. You can then use this feature to make sure that in each individual part of the overall project these internal repetitions are translated identically. It also reduces the translation effort.

In order to use internal repetitions mode, several requirements must be met (⇒ “Requirement for working in internal repetitions mode”, page 252). Otherwise internal repetitions mode will not be available.

Section ⇒ “Switching to internal repetitions mode”, page 253 provides information on how to switch to internal repetitions mode.
In internal repetitions mode, Transit provides special functions that have been optimised for processing internal repetitions:
Accepting a translation in internal repetitions mode (page 253)
Accepting a translation for all internal repetitions in the same group (page 254)
Moving the cursor (page 222)

The following example is used to explain the function of internal repetitions-mode:

There are two groups of internal repetitions in a language pair:
- Group A includes all segments that contain the identical text apple.
- Group B includes all segments that contain the identical text banana.

Segments 1, 4, 6 and 11 are identical and contain the text apple. They therefore belong to internal repetitions group A.

Segments 5 and 10 are identical and contain the text banana. They therefore belong to internal repetitions group B.

If you switch to internal repetitions mode, you can process these internal repetitions first. The following sections provide information on how Transit would behave in internal repetitions mode for our sample language pair.

Once you have finished editing the internal repetitions, you can leave internal repetitions mode and translate the remaining segments as usual or send the project to several translators.

Requirement for working in internal repetitions mode

In order to use internal repetitions mode, one requirement must be met. This requirement is necessary to enable Transit to provide all the necessary data and information that you will need to process internal repetitions in a meaningful way:

- Transit must display files in alphabetical order.

By default, Transit displays the files of a project, in the Transit Report Manager and elsewhere, in alphabetical order. This setting is necessary for working in internal repetitions mode because only then can Transit correctly process internal repetitions and move the cursor between them.

It may be, however, that, by means of an entry in the starte.ini file, it has been specified that Transit should display files in a different order. For more information, refer to the readme file for Transit (SortProjectFiles parameter).
Switching to internal repetitions mode

How do I switch to internal repetitions mode?
1 Select Processing | Internal repetitions | On/Off.

Transit shows that you are now working in internal repetitions mode by highlighting the On/Off button and the buttons belonging to this group. The workings of this mode are described in the sections that follow.

How do I exit internal repetitions mode?
1 Select Processing | Internal repetitions | On/Off.

Clicking again on the On/Off button causes Transit to deactivate internal repetitions mode; The button is then no longer highlighted, and the other buttons in the group are greyed out again. You can now translate the remaining segments as you usually do in Transit or send the project to several translators.

Accepting a translation in internal repetitions mode

If you confirm a segment during translation using the keyboard shortcut ALT+INS, Transit normally moves the cursor to the next segment to be processed – regardless of whether it is an internal repetition or not.

When you work in internal repetitions mode, Transit only takes account of internal repetitions. Confirming a segment with the ALT+INS shortcut moves the cursor to the next internal repetition to be processed:

▲ 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

Examples (see fig. “Example of a language pair containing several groups of internal repetitions”, page 252):

▲ You have confirmed segment 6 as Translated by pressing ALT+INS.
  Segment 6 belongs to internal repetitions group A.
  The next segment to be processed in group A is segment 11. Therefore Transit moves the cursor to segment 11.

▲ You have confirmed segment 11 as Translated by pressing ALT+INS.
  Segment 11 is the last segment of internal repetitions group A. There are no more internal repetitions for this group. Therefore, Transit moves the cursor to the first segment of the next internal repetitions group.
Group B is the next internal repetitions group. The first segment in group B is segment 5. Therefore Transit moves the cursor to segment 5.

Accepting 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 by accepting the translation.

Transit applies the translation to all subsequent segments

Transit applies the translation to all subsequent segments of the corresponding internal repetitions group. Transit does not translate those segments of the internal repetitions group that come before the current segment.

How do I accept a translation for all internal repetitions in the same group?

1. Translate the segment by inserting the text that you want to apply to all internal repetitions of this group.
2. Select Processing | Internal repetitions | Translate group.

Transit applies the translation to all subsequent segments that belong to this internal repetitions group.

Example (see fig. “Example of a language pair containing several groups of internal repetitions”, page 252):

If you have translated segment 4 and now you want to apply this translation to all internal repetitions belonging to the same group, Transit translates all subsequent segments of this group.

Segment 4 belongs to internal repetitions group A. Subsequent segments which are also part of group A are segments 6 and 11. Therefore Transit also translates segments 6 and 11.

Moving the cursor in internal repetitions mode

You can move the cursor in the editor with menus, shortcuts or icons. In the internal repetitions mode Transit offers you a number of special menu items for moving the cursor and special shortcuts:

<table>
<thead>
<tr>
<th>Function</th>
<th>Ribbon bar</th>
<th>Key/Keyboard shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to the first segment of the next internal repetitions group</td>
<td>Processing</td>
<td>CTRL+PLUS (numeric keypad)</td>
</tr>
<tr>
<td>Go to the first segment of the previous internal repetitions group</td>
<td>Processing</td>
<td>CTRL-MINUS (numeric keypad)</td>
</tr>
</tbody>
</table>

Moving the cursor in internal repetitions mode
Function | Ribbon bar | Key/Keyboard shortcut
--- | --- | ---
Go to the next segment of the same internal repetitions group | Processing | ALT+PLUS (numeric keypad)
Go to the previous segment of the same internal repetitions group | Processing | ALT-MINUS (numeric keypad)
Go to the next internal repetition: | Processing | CTRL+ALT+ PLUS (numeric keypad)
Go to the next segment of the same internal repetitions group | Processing | CTRL+ALT+ PLUS (numeric keypad)
Go to the previous segment of the same internal repetitions group | Processing | CTRL+ALT- MINUS (numeric keypad)
Go to the previous internal repetition: | Processing | CTRL+ALT- MINUS (numeric keypad)
Go to the last segment of the previous internal repetitions group | Processing | CTRL+ALT- MINUS (numeric keypad)

Moving the cursor if internal repetitions mode is not selected
If you are not working in internal repetitions mode, Transit offers other options for moving the cursor (⇒ “Moving the cursor”, page 222).

Examples (see fig. ⇒ “Example of a language pair containing several groups of internal repetitions”, page 252):

▲ If the cursor is in segment 6, you have the following options for moving the cursor:

- Processing | Internal repetitions | Navigate | Next internal repetition
  Transit moves the cursor to the first segment of the next internal repetitions group.
Segment 6 belongs to internal repetitions group $\text{A}$. Group $\text{B}$ is the next internal repetitions group. The first segment in internal repetitions group $\text{B}$ is segment 5. Therefore Transit moves the cursor to segment 5.

- **Processing | Internal repetitions | Navigate | Next in same group**
  
  Transit moves the cursor to the next segment of the same group.

  Segment 6 belongs to internal repetitions group $\text{A}$. The next segment in group $\text{A}$ is segment 11. Therefore Transit moves the cursor to segment 11.

- **Processing | Internal repetitions | Navigate | Next internal repetition or**
  
  Processing | Internal repetitions | Next

  Transit moves the cursor to the next internal repetition:

  Segment 6 belongs to internal repetitions group $\text{A}$. The next internal repetition would be the next segment that belongs to group $\text{A}$. The next segment in group $\text{A}$ is segment 11. Therefore Transit moves the cursor to segment 11.

  If the cursor is in segment 11: Segment 11 is the last segment belonging to internal repetitions group $\text{A}$. There are no further internal repetitions in this group. Therefore, Transit moves the cursor to the first segment of the next internal repetitions group.

  Group $\text{B}$ is the next internal repetitions group. The first segment in group $\text{B}$ is segment 5. Therefore Transit moves the cursor to segment 5.

---

**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.

**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.
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 257)
- Indicating text direction by insertion point (☞ page 258)
- Indicating text direction by background colour (☞ page 258)
- Displaying “Left-to-right”/“Right-to-left” markers (☞ page 259)

**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 257).

**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 345).

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.

At the current position, the text direction is right-to-left

<table>
<thead>
<tr>
<th>Cursor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Left-to-right" /></td>
<td>Text direction left-to-right</td>
</tr>
<tr>
<td><img src="image" alt="Right-to-left" /></td>
<td>Text direction right-to-left</td>
</tr>
</tbody>
</table>

Text direction at current position

Indicating text direction by background colour

The Transit editor can indicate different text directions by different background colours:

Transit indicates the text direction by background colour
You can define the background colours for the text direction in the user preferences (⇒ “Specifying the font and colours displayed by the editor”, page 353).

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:

اكتب النص على اليمين من الأوساط

A left-to-right marker in the Transit editor

To display the markers in the Transit editor, select Special characters under View | Text/Markups.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>\L2</td>
<td>L2R marker</td>
</tr>
<tr>
<td>\R2</td>
<td>R2L marker</td>
</tr>
</tbody>
</table>

**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 (⇒ “Specifying the font and colours displayed by the editor”, page 353).

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 not 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 window. Then select the first entry in the relevant list (⇒ “Specifying which characters the editor uses to represent 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 261)
As with every good word processing program, you can use the spellcheck function in Transit to check your spelling. You can use dictionaries and/or reference material for spellchecking.

▲ Checking terminology (⇒ page 267)
Using this function, you can check whether the terminology from the project dictionaries has been used in the translation.

▲ Checking markups (⇒ page 269)
Markup mode enables you to establish whether the markups in the source and target languages are consistent.

▲ Format check (⇒ page 275)
The format check allows you to check the consistency of certain information in the translation, for example, whether the number of spaces is correct, or if numerical values and number formats are in accordance with specifications or with the conventions of the target language.

▲ Checking internal repetitions (⇒ page 290)
You can check whether the internal repetitions are consistent in the source and target language.

▲ Proofreading mode (⇒ page 297)
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.

▲ Printing out Transit files for proofreading (⇒ page 300)
This function enables you to print out your language pairs or generate PDF files for proofreading purposes, for example.
Spellcheck

Overview

As with every good word processing program, 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 261)

These enable Transit to recognise proprietary terminology and technical terms that are not contained in the standard dictionaries.

▲ Open source dictionaries (☞ page 261)

These are open-access dictionaries.

▲ Microsoft Word spellchecking

The spellcheck on the basis of the Microsoft Word spellcheckers can only be performed if it is possible to access Microsoft Word 2002 or higher.

▲ Reference-based spellcheck (☞ page 262)

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 107.

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 spell-check dictionaries for additional languages – taken from the OpenOffice.org project or other sources. For details refer to the \(\Rightarrow\) 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 (\(\Rightarrow\) “How does Transit carry out the spellcheck?” page 266).

### Checking the spelling

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](image)

  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:

- **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 file names (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 101).

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** in the message box 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 262). 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 in the message box 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:

- 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 in the message box 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:
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 227).

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 69 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 261 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 text 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 376).
There are two possible procedures to perform a terminology check:

▲ You let Transit display messages on found errors during the terminology check (⇒ “How do I check whether I have used the dictionary terminology?”, page 268).

▲ You update the error display in the File navigation window and check and correct the found terminology errors afterwards (⇒ “How do I update the error display for terminology in the “File navigation” window?”, page 269).

How do I check whether I have used the dictionary terminology?

1 Place the cursor in the target-language pane at the point from which you want Transit to check the terminology.

2 Start the terminology check by clicking on the arrow at the bottom of the Start button under Review | Terminology. Select one of the following options from the list:
   - File: A terminology check is carried out on the entire document.
   - From cursor position: A terminology check is carried out on the open document from the cursor position.

Transit checks whether you have used the terminology from your project dictionaries in the translation.

Where you have not, Transit displays appropriate messages.

Example:
   - “…”: Target language term from dictionary not used. To allow a different term, highlight it in the text.

   The source-language segment contains the word …, which is in the project dictionaries. However, the target-language segment does not use the term suggested in the dictionary but rather a different, possibly inappropriate or incorrect translation.

3 You have the following options:
   - Cancel: Transit pauses the terminology check so that you can edit the segment.
   - To allow the used translation for the entire check, select the translation in the text field and click Allow.
   - Ignore: Transit keeps the used translation and continues checking.

When Transit has finished checking the document it displays the following message:

Terminology check complete.

4 Confirm the message by clicking OK.
Transit then closes the window.

Terms are allowed user-specific and across projects
If you confirm a term by clicking Allow, the term is allowed for all projects that use the same dictionary. This means that the name is no longer reported as an error to the current user in other projects.

How do I update the error display for terminology in the “File navigation” window?
1. Start the terminology check by clicking on the arrow at the bottom of the Start button under Review | Terminology and selecting the Update error display option from the list that opens.
   Transit checks whether you have used the terminology from your project dictionaries in the translation of the current file.
   When Transit has finished checking the whole document it displays the following message:
   Terminology check complete.
2. Confirm the message by clicking OK.
   If Transit has found terminology errors, the main error category Terminology on the Error (type) and the name of the checked file on the Error (file) tab is marked in bold.
   Further information on these tabs and on editing the errors you can find in the section “Using the error display in the “File navigation” window”, page 284.

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 179).

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

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.
2 In the target pane, select the term you want the markup to be assigned to:
   Markup pair: inserting an unassigned markup pair
3 Click on 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?
1 Select the term in the target pane to which the grouped markup pair is assigned.
2 Ungroup the grouped markup pair by selecting Processing | Markup assignment | Ungroup.
3 Select the term in the target pane which does not have a markup pair correctly assigned:

![Example text with unassigned markup pairs]

*Grouped markup pair: inserting an unassigned markup pair*

4 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:

![Example text with unassigned markup pairs]

*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.

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.
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:

![Markup window](image)

**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 *:

![Markup window](image)

**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 the formatting information in the source and target languages is consistent, as well as if the translated target language segments contain text which has not been translated. You can thus identify and correct number formatting errors, missing spaces or text which has not been translated before exporting a document.

Format check options

Loading saved check options directly
You can load check options sets or the check options from the project settings without having to open the Format check window.
To do so, click the small arrow on the Options button (Review | Format check | Options) and select the desired check options set or From project settings.

You can modify the format check settings by opening the Format check window via Review | Format check | Options:
Besides modifying the format check settings, this window provides the following options:

▲ You can load the format check settings that have been specified in the project settings of the current project by clicking **From project**.

▲ You can save the currently selected settings for later re-use by clicking **Save as**.

▲ You can re-use already saved settings by clicking **Open**.

The following format check options are available to you:

▲ **Numbers**

With the **Numbers** option, Transit can check whether the source and target-language segments contain the same numbers. There is also an option to check if the formatting of the numbers in your translation corresponds to the conventions used in the target language. Independent of this, you also have the option to specify individual settings to check whether, and how, decimal and thousand delimiters have been modified. Such checks are useful for ensuring that numbers have not been inadvertently changed.

Example:

In a German-English translation the *comma* used as the decimal delimiter must be changed to a *dot* and *commas* must be inserted as the thousand delimiters in the English document.

- **German**: Größe 8,5 x 11,0 Zoll
  
  **English**: Size 8.5 x 11.0 inches

- **German**: June Lake – 1234 Einwohner
  
  **English**: June Lake – Population 1,234

To check whether the decimal delimiters and thousand delimiters have been modified correctly, select the **Language-specific format** option.

The following options are available for checking numbers:

- **Numbers**

  Select **Numbers** if you want Transit to check numbers and, if selected, delimiters.

- **Language-specific format**

  Select **Language-specific format** to check if the formatting of the numbers in your translation corresponds to the conventions used in the target language.

Transit can also check the format of decimal and thousand delimiters independent of the country standard. You can specify whether and how these delimiters are checked by selecting an option from the **Decimal delimiters** and **Thousand delimiters** lists.

- **Decimal delimiters**

  If you select **Numbers**, the **Decimal delimiters** list is activated. This allows you to specify whether and how decimal delimiters should be checked.
If you select the option **Do not check** from the **Decimal delimiters** list, Transit only checks whether the **numbers** match.

- **Thousand delimiters**
  If you have selected **Numbers** and an option for checking decimal delimiters, you can also specify whether and in what way the thousand delimiters are checked (☞ “Options for checking number formats”, page 441).
  You **cannot** check thousand delimiters if you have selected **Do not check** for decimal delimiters.

**Transit checks but does not automatically correct**

Transit only **checks** whether the numbers match and the delimiters have been correctly modified. However, any possible differences are **not corrected**, because it is normally necessary to check in each individual case whether a change is required.

You can either make the changes and modifications manually when translating or by using regular expressions in the ‘Find/Replace’ function (☞ “Find/Replace”, page 218).

**Markups**
Selecting this option includes markups in the format check. In this case, Transit will check whether the document contains
- empty markups
- missing markups or surplus or incorrectly positioned markups

**Length check/invalid characters**
Transit checks whether the content of segments exceeds their specified length. Transit also uses this option to check whether the segment contains invalid characters.

This option only applies to file formats for which length restrictions or invalid characters have been defined.

**Spaces/whitespaces**
Transit can check whether source and target-language segments have the same number of spaces (blanks) or whitespaces at the beginning and end of the segment.

This check is useful for ensuring that spaces or whitespaces have not been inadvertently added or deleted at the beginning or end of the segment. This could e. g. mean that consecutive sentences are no longer separated by a space or that there are too many spaces between sentences.

The following options are available for checking the use of spaces and whitespaces:
– **Check for leading blanks/whitespaces**
  Transit checks whether source and target-language segments have the same number of spaces or whitespaces at the beginning of the segment.

– **Check for trailing blanks/whitespaces**
  Transit checks whether source and target-language segments have the same number of spaces or whitespaces at the end of the segment.

– **AutoCorrection**
  If you select AutoCorrection, Transit automatically corrects the spaces or whitespaces in the target language. Transit copies the number of spaces or whitespaces in the source language to the target language.
  Transit only corrects the types of spaces/whitespaces that are checked, i.e. as specified by the settings **Check for leading blanks/whitespaces** and/or **Check for trailing blanks/whitespaces**.

▲ **Miscellaneous**
The format check options grouped under this section are used, for example, to check the contents of segments and particular words, and the placement of spaces.
If you select **Miscellaneous** you can select from the following format check options:

– **Find empty segments**
  With this option, you can check whether there are any empty segments in the target-language file. For this check to be used, the associated source-language segments must not be empty. If Transit finds an empty target segment during the format check, it asks you to check that segment.

– **Find unaltered segments**
  With this option, you can check – regardless of segment status – whether there are any segments in the target-language file which are completely identical to their equivalent source segment, and thus are unaltered.

– **Find unchanged fuzzy matches**
  With this option, you can check whether a suggested translation has been accepted unchanged, even though the current source-language segment differs from the reference segment.
  This ensures that Transit finds segments that have been accidentally confirmed without adapting the suggested translation to the current source segment. If this happens, you should carefully check to ensure that you really do not need to amend the suggested translation.

– **Find unaltered strings**
  With this option, you can check whether there are any strings in the target-language segments which have not been altered, and have thus not been translated. Under **List of exceptions to remain unaltered** you can
specify which strings may remain unaltered and should thus be excluded from the check.

- **Check for protected strings**
  With this option, you can check that protected strings which were not to be translated have not actually been translated. Under *List of protected strings* you specify which strings should remain untranslated and will be checked.

- **Find duplicate words**
  With this option, you can check the text for the occurrence of any duplicate words. During the format check, if Transit determines that a segment contains two or more repetitions of the same word, one after the other, it will ask you to check this segment.

- **Find one-letter words**
  With this option, you can check the text for the occurrence of repeated letters. If Transit finds a one-letter word in a segment, that is repeated two or more times in a row, it asks you to check this segment.

- **Find double spaces**
  With this option, you can check the text for double spaces. If Transit finds a double space during the format check, it asks you to check that segment.

- **AutoCorrection**
  With this option, you can automatically correct double spaces. If Transit finds a double space within a segment, it deletes this space.

    If a word-like markup point (e.g. a variable) is surrounded by a space on each side, Transit retains both spaces.

- **Check end punctuation**
  This option allows you to check that the punctuation at the end of sentences matches. If Transit determines during the check that the end punctuation for a source-language segment differs from that in the corresponding target segment, it asks you to check this segment.

- **Check that UPPERCASE segments are translated as UPPERCASE**
  With this option, you can check that all text which appears in uppercase in the source language also appears in the target segments.

- **Check that segments with standard capitalisation are not translated as UPPERCASE**
  With this option, you can check whether text which was formatted with standard capitalisation in the source language segments appears in uppercase in the target language.

▲ **Find segment with status lower than**

With this option you may check for segments whose segment status lies below the minimal segment status selected here.
To do so, select the desired segment status.

▲ Variant check required for:

With this option you may check if your project contains variants, namely:

– **Translation variants**: Different translations of identical source-language segments.
  and/or

– **Source variants**: Different source-language segments that have been translated equally.

Click ... to 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.

Found variants are displayed in the variant display of the **File navigation** window and can be edited from there (⇒ “Variant display in the “File navigation” window”, page 289).

**How do I set the format check option for unaltered segments?**

1. Under **Review | Format check | Options** select the **Miscellaneous** option. Transit activates the options in that section.

2. Select the option **Find unaltered segments**.

During the check, Transit compares all the strings in the target language which do not appear in the list of exceptions, with the text in the source segments. If Transit determines that there is an exact match between the source segment and target segment, it will interrupt the format check and ask you to check this segment.
How do I set the format check option for unaltered strings?

1. Select the option **Find unaltered strings**.
   - If a segment contains strings which may remain unaltered in addition to strings to be translated, enter these exceptions under **List of exceptions to remain unaltered**. Select ... to define the exceptions:

Transit displays the **Edit rules** window:

2. Specify which terms or strings may remain untranslated. To do this, enter a term into the field.
   - Select **Match case** if you want this to be taken into account in the format check.
   - Select **Regular expression** if the string you have entered is a regular expression.
Click on **Add** to add this term to the list of exceptions.

- To delete a term from the list of exceptions, select it and click on **Delete**.
- Save the list of exceptions by clicking on **Save**.
- You can also save the list under a different name by clicking on **Save as**.
- To open a different list of exceptions, if any, click on **Open**. Transit displays the **Open rules file** window.
- Select a list and confirm your selection by clicking Open.

Click on **OK** to close the **Edit rules** window.

Transit displays the **Format check** window.

During the check, Transit compares all the strings in the target language which do not appear in the list of exceptions, with the text in the source segments. If Transit determines that there is a *partial* match between the source segment and target segment, it will interrupt the format check and ask you to check this segment.

**How do I set the format check option for protected words?**

1. Select the option **Check for protected words**.
2. Under **List of protected strings**, click on .... Transit displays the **Edit rules** window.
3. Specify which terms or strings should be excluded from the format check. To do this, enter a term into the field which should be exempted.
   - Select **Match case** if you want this to be taken into account in the format check.
   - Select **Regular expression** if the string you have entered is a regular expression.
     - This option *must* be selected if you want to specify how Transit should take account of non-alphabetic characters (special characters) during the check.
     - It is only possible to select the indented options *in addition* to the **Regular expression** option:
       - **Option May occur in any position**: Special characters which occur in any position will be excluded from the check. If this option is not selected, Transit only excludes special characters at word boundaries.
       - **Option Any character from character selection may appear in target language**: The special characters in the source and the target language do not necessarily have to match. They only have to be part of the character selection which you have specified.
         - Example: If you enter the regular expression \[ \{ [ \} \] and, for example, there is a \{ in the source language and a \} in the corresponding location in the
target language, the condition has been fulfilled and the combination of characters is excluded from the check.

4 Then proceed as per Steps 3 and 4 in the section “How do I set the format check option for unaltered strings?”, page 281.

During the format check, Transit checks whether the words defined in the list of exceptions also occur in the target segments. If Transit determines that a such a word does not occur in the target segment, it will interrupt the format check and ask you to check the segment. The following message appears:

Some of the protected words do not occur in the target-language segment.

5 Select Cancel to interrupt the format check and edit the segment.

6 Select Ignore to mark the segment as Translated and continue with the format check.

Performing the format check

After you have configured the options for the format check, as described in “Format check options”, page 275, you can then carry out the format check as part of your quality assurance process.

There are two possible procedures to perform a format check:

▲ You let Transit display messages on found errors during the format check, you check these errors and correct them if necessary (“How do I perform the format check?”), page 283).

▲ You update the error display in the File navigation window and check and correct the found errors afterwards (“How do I update the error display in the “File navigation” window?”, page 284).

How do I perform the format check?

1 Start the format check by clicking on the arrow at the bottom of the Start button under Review | Format check. Select one of the following options from the list:

– Select File if you want to check the entire file.

– Select From cursor position if you want the format check to begin at the current cursor position.

– Activate the Do not check ignored errors option if you want Transit to skip errors that have already been ignored during a previous format check (i.e. that have been confirmed as an exception).

How Transit checks the file depends on which options you have selected for the format check (“Format check options”, page 275).

During the format check, Transit displays various messages if your input is necessary (“Messages which appear during a format check”, page 286).

Once Transit has reached the end of the text, it displays the following message:

Check complete

2 Confirm the message by clicking OK.
How do I update the error display in the “File navigation” window?

1. Start the format check by clicking on the arrow at the bottom of the Start button under Review | Format check and selecting the Update error display option from the list that opens.

   How Transit checks the file depends on which options you have selected for the format check (⇒ “Format check options”, page 275).

   Once Transit has checked the whole text, it displays the following message:

   Check complete.

2. Confirm the message by clicking OK.

   If and which errors have been found, you can see on the Error (type) and Error (file) tabs of the File navigation window.

   Further information on these tabs and on editing the errors you can find in the section ⇒ “Using the error display in the “File navigation” window”, page 284.

   Additional markup checks

   If you have selected the Markups option in the format check options and keep the SHIFT and/or CTRL key pressed when starting the format check or starting the update of the error display respectively, you can perform additional format checks if required:

   ▲ When the SHIFT key is kept pressed, Transit additionally checks if the markup order in the segments is correct.

   ▲ When the CTRL key is kept pressed, Transit additionally checks the markups that were removed by selecting Empty & next.

   For these additional checks, you will then also get particular messages in case the markup order is wrong or a markup is missing.

   Using the error display in the “File navigation” window

   The File navigation window contains the following tabs:

   ▲ Error (type) tab: Displays errors sorted by type.

   In the tree structure, main categories (e.g. Terminology or Translation) in which errors have been found are marked in bold.

   Below them the sub-categories (i.e. Empty segments) in which errors have been found are marked in bold.
The errors found in the particular sub-category are listed as follows:

<table>
<thead>
<tr>
<th>Error (file) tab</th>
<th>Displays errors sorted by file.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The tree structure displays only the project files that contain errors. Below them the particular segments containing errors are listed. The particular errors found in the segment are displayed as follows:</td>
<td></td>
</tr>
</tbody>
</table>

Example for an error display in the `File navigation` - sorted by errors

▲ **Error (file)** tab: Displays errors sorted by file.

Via the two tabs you can perform the following actions:

▲ **Navigate to the errors**

By double clicking the error or by selecting the **Go to segment** option in the context menu you can navigate directly to the segment containing the error.
## Ignore errors

By selecting the **Ignore errors** option in the context menu you can ignore the errors and therefore confirm them.

### Remove errors from list

If you want only a particular part of the errors to be displayed in the **File navigation** window, you can remove particular errors, sub-categories or main categories of errors from the display.

By selecting the **Remove errors from list** option in the context menu the respective errors are removed from the display. Nevertheless, the errors themselves remain.

### Messages which appear during a format check

During a format check, Transit indicates that your input is required via a number of messages.

These are amongst others:

#### Messages which appear if formatting markups (e.g. bold, italics, underline, superscript) differ

Transit displays one of the following messages if the formatting markups of the source and target text differ:

- **Markup '...' was added to the target language. Ignore?**
  
  There is a formatting markup in the target-language segment which Transit could not find in the source-language segment.

- **Markup '...' not found. Ignore?**
  
  There is a formatting markup in the source-language segment which Transit could not find in the target-language segment.

You can select one of the following options when these messages are displayed:

- **Yes**: Transit ignores the difference, does not change the target-language segment and continues checking.

- **No**: Transit does not ignore the difference and interrupts the format check so you can change the segment.
Messages if content markups (e.g. graphics, footnotes, hyperlinks, cross references, index entries) differ

Transit displays one of the following messages if the content markups of the source and target text differ:

- Markup '…' was added to the target language. Delete?
  Transit has found a content markup in the target-language segment which is not in the source-language segment.
- Markup '…' not found. Insert?
  There is a structure markup in the source-language segment which Transit could not find in the target-language segment.
- Similar markups. Replace '…' with '…'?
  Transit has found different, but similar, markups in the source and target-language segment. The target-language markup can be replaced by the source-language markup in some situations.

You can select one of the following options when these messages are displayed:

- **Yes**: Transit changes the target-language segment and continues checking.
- **Yes and check**: Transit changes the target-language segment and interrupts the format check so that you can check the segment.
- **No**: Transit does not change the target-language segment and continues checking.
- **Cancel**: Transit does not change the target-language segment and the format check is cancelled.

Messages which appear if blanks differ

If you are checking for blanks without AutoCorrection, Transit displays one of the following messages if it finds a difference between the number of blanks in the source and target text:

- Space at start of segment is different. Should it be corrected?
  Transit has found a different number of blanks at the start of the target-language segment than at the start of the source-language segment.
- Space at end of segment is different. Should it be corrected?
  Transit has found a different number of blanks at the end of the target-language segment than at the start of the source-language segment.
You can select one of the following options when these messages are displayed:

- **Yes**: Transit corrects the difference by using the same number of blanks in the target-language segment as in the source-language segment. Transit then continues checking.
- **No**: Transit does not change the number of blanks and continues checking.
- **Cancel**: Transit does not change the number of blanks and the format check is cancelled.

▲ **Messages which appear if numbers differ**

Transit displays the following message in two particular scenarios:

- **Number ‘…’ not found. Ignore?**
  
  Transit did not find a number in the target-language segment to match a number in the source-language segment.
  
  Transit has found a number in the target-language segment which has not been changed according to the settings for decimal and 1000s delimiters.

You can select one of the following options:

- **Yes**: Transit ignores the difference, does not change the number and continues checking.
- **No**: Transit interrupts the format check and highlights the segment where the difference has been detected so you can correct the number manually.

**Checking variants**

Transit allows you to find translation and/or source variants easily and quickly. 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 275).

You can also perform the variant check separately.
How do I perform the variant check?

1. 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.

2. 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.

If Transit finds variants in your project files, it displays them as follows in the 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:

Double-click on it to jump to the respective segment in the Transit editor.
Checking internal repetitions

Overview
In addition to internal repetitions mode for translation purposes ("Processing internal repetitions", page 251), Transit offers a special mode for displaying and checking internal repetitions – internal repetitions proofreading mode.

Internal repetitions proofreading mode gives you the option to check internal repetitions for consistency in a targeted manner, in a file containing segments with different statuses, before exporting it ("Working in internal repetitions proofreading mode", page 291).

It may be helpful to carry out such a check, for instance, if a document contains numerous proofread segments due to the choice of reference material, but also has newly translated segments which still need checking, or if you have divided your project to send it to multiple translators. You can then use this feature to make sure that in each individual part of the overall project these internal repetitions are translated identically. It also reduces the translation effort.

Switching to internal repetitions proofreading mode

Requirements for working in internal repetitions proofreading mode
In order to use internal repetitions proofreading mode, several requirements must be met. Otherwise internal repetitions proofreading mode will not be available ("Requirement for working in internal repetitions mode", page 252).

How do I switch to internal repetitions proofreading mode?
1 Select Review | Internal repetitions | On/Off.
Transit shows that you are now working in internal repetitions proofreading mode by highlighting the On/Off button and the buttons belonging to this group.

How do I exit internal repetitions proofreading mode?
1 Select Review | Internal repetitions | On/Off.
Clicking again on the On/Off button causes Transit to deactivate internal repetitions proofreading mode; the button is then no longer highlighted, and the other
Buttons in the group are greyed out again. You can now translate the remaining segments as you usually do in Transit or send the project to several translators.

The following table provides information on the options which appear in the Review | Internal repetitions group:

<table>
<thead>
<tr>
<th>Function</th>
<th>Ribbon bar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starts internal repetitions proofreading mode. You can select from the proofreading steps listed on the right.</td>
<td>On/Off</td>
</tr>
<tr>
<td>The check takes account of all segments which have a status lower than the status set here.</td>
<td>Spellcheck</td>
</tr>
<tr>
<td>The selected status is assigned to the whole group.</td>
<td>Check 1</td>
</tr>
<tr>
<td>The translation and the selected status is accepted for the whole group.</td>
<td>Check 2</td>
</tr>
<tr>
<td>The cursor is moved to the next / previous internal repetition in the current group, as described below under Next internal repetition and Previous internal repetition.</td>
<td>Confirm</td>
</tr>
<tr>
<td>Moves the cursor in the language pair:</td>
<td>Change &amp; confirm</td>
</tr>
<tr>
<td>Go to the first segment of the next internal repetitions group</td>
<td>Previous / Next</td>
</tr>
<tr>
<td>Go to the first segment of the previous internal repetitions group</td>
<td>Navigate</td>
</tr>
<tr>
<td>Go to the next segment of the same internal repetitions group</td>
<td>Next int. rep. group</td>
</tr>
<tr>
<td>Go to the previous segment of the same internal repetitions group</td>
<td>Previous int. rep. group</td>
</tr>
<tr>
<td>Go to the next internal repetition:</td>
<td>Next in same group</td>
</tr>
<tr>
<td>▲ Go to the next segment of the same internal repetitions group</td>
<td>Next internal repetition</td>
</tr>
<tr>
<td>▲ 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</td>
<td>(corresponds to the Next button)</td>
</tr>
<tr>
<td>Go to the previous internal repetition:</td>
<td>Previous internal repetition</td>
</tr>
<tr>
<td>▲ Go to the previous segment of the same internal repetitions group</td>
<td>(corresponds to the Previous button)</td>
</tr>
<tr>
<td>▲ 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</td>
<td></td>
</tr>
</tbody>
</table>

Options in internal repetitions proofreading mode
How do I work in internal repetitions proofreading mode?

1. Click on the arrow on the On/Off button and select one of these proofreading steps from the list which opens:
   - Spellcheck
   - Check 1
   - Check 2

   Transit highlights the On/Off button. The previously greyed-out buttons in the Internal repetitions group are also activated.

   Depending on which proofreading step you have selected, during the following check, all segments which have a status lower than the proofreading mode you have selected will be checked. If, for example, you have selected the Spellcheck proofreading step, the check will take account of all segments which have a status lower than Spellchecked.

2. You have the following options for switching to the next internal repetition to be checked:
   - Confirm assigns the corresponding segment status, depending on which proofreading step you selected at the beginning:

<table>
<thead>
<tr>
<th>Proofreading step</th>
<th>Segment status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spellcheck</td>
<td>Spellchecked</td>
</tr>
<tr>
<td>Check 1</td>
<td>Checked 1</td>
</tr>
<tr>
<td>Check 2</td>
<td>Checked 2</td>
</tr>
</tbody>
</table>
Checking internal repetitions

- **Change & confirm** accepts the translation and the status for all subsequent segments in the same internal repetitions group.

### Transit applies the translation to all subsequent segments

Transit applies the translation to all subsequent segments of the corresponding internal repetitions group. Transit does not translate those segments of the internal repetitions group that come before the current segment.

Example of internal repetitions groups:

▲ There are two groups of internal repetitions in a language pair:

- apple<<1>>
  ...
- apple<<4>>
  banana<<5>>
  apple<<6>>
  ...
- banana<<10>>
- apple<<11>>
  ...

**Example of a language pair containing several groups of internal repetitions**

- Segments 1, 4, 6 and 11 are identical and contain the text apple. They therefore belong to internal repetitions group A.
- Segments 5 and 10 are identical and contain the text banana. They therefore belong to internal repetitions group B.

If you have translated segment 4 and now you want to apply this translation to all internal repetitions belonging to the same group, Transit translates all subsequent segments of this group.

Segment 4 belongs to internal repetitions group A. Subsequent segments which are also part of group A are segments 6 and 11. Therefore Transit also translates segments 6 and 11.

- **Next** moves the cursor to the next segment to be checked without altering the status of the active segment.
- You can also use the options listed under **Navigate** to move the cursor to a different segment ( ⇒ “Options in internal repetitions proofreading mode”, page 291 for information).

1 Regardless of which proofreading mode you selected at the beginning, you can also assign one of the statuses listed under **Segment status** to the active segment manually.

Check the segment and assign the appropriate status to it. Then click on **Confirm** to confirm the segment status and move the cursor to the next segment to be checked.
2 Repeat Steps 2 and 3 until you have checked the whole file.

3 After you have finished the check, deactivate internal repetitions proofreading mode by clicking the **On/Off** button again.

Transit greys out the buttons in the **Internal repetitions** group.

### Deactivating internal repetitions proofreading mode after the check is complete

Be sure to deactivate internal repetitions proofreading mode after you have completed the check, otherwise you will not be able to start the checking modes in the **Processing** tab, e.g. for markups.

### Accepting a translation in internal repetitions proofreading mode

If you confirm a segment during reviewing internal repetitions using the keyboard shortcut ALT+INS, Transit normally moves the cursor to the next segment to be processed – regardless of whether it is an internal repetition or not.

When you work in internal repetitions proofreading mode, Transit only takes account of internal repetitions. Confirming a segment with the ALT+INS shortcut moves the cursor to the next internal repetition to be processed:

- **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**

**Examples (⇒ “Example of a language pair containing several groups of internal repetitions”, page 293):**

- **You have confirmed segment 6 as Checked 1 by pressing ALT+INS.**
  
  Segment 6 belongs to internal repetitions group **A**.
  
  The next segment to be processed in group **A** is segment 11. Therefore Transit moves the cursor to segment 11.

- **You have confirmed segment 11 as Checked 1 by pressing ALT+INS.**
  
  Segment 11 is the last segment of internal repetitions group **A**. There are no more internal repetitions for this group. Therefore, Transit moves the cursor to the first segment of the next internal repetitions group.
  
  Group **B** is the next internal repetitions group. The first segment in group **B** is segment 5. Therefore Transit moves the cursor to segment 5.

### Moving the cursor in internal repetitions proofreading mode

You can move the cursor in the editor with menus, shortcuts or icons. In the internal repetitions proofreading mode, Transit offers you a number of special menu items. The following table shows which options you have available in internal repetitions proofreading mode for moving the cursor, and the relevant shortcuts:

<table>
<thead>
<tr>
<th>Function</th>
<th>Ribbon bar</th>
<th>Key/Keyboard shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to the first segment of the next internal repetitions group</td>
<td>Review</td>
<td>Internal repetitions</td>
</tr>
<tr>
<td></td>
<td>Navigate</td>
<td>Next int. rep. group</td>
</tr>
</tbody>
</table>
### Checking internal repetitions

**Examples** (Example of a language pair containing several groups of internal repetitions, page 293):

- If the cursor is in segment 6, you have the following options for moving the cursor:
  - Review | Internal repetitions | Navigate | Next internal repetition

  Transit moves the cursor to the first segment of the next internal repetitions group.

<table>
<thead>
<tr>
<th>Function</th>
<th>Ribbon bar</th>
<th>Key/Keyboard shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to the first segment of the previous internal repetitions group</td>
<td>Review</td>
<td>Internal repetitions</td>
</tr>
<tr>
<td>Go to the next segment of the same internal repetitions group</td>
<td>Review</td>
<td>Internal repetitions</td>
</tr>
<tr>
<td>Go to the previous segment of the same internal repetitions group</td>
<td>Review</td>
<td>Internal repetitions</td>
</tr>
<tr>
<td>Go to the next internal repetition:</td>
<td>Review</td>
<td>Internal repetitions</td>
</tr>
<tr>
<td>▲ Go to the next segment of the same internal repetitions group</td>
<td>Control+Alt+</td>
<td>Plus (numeric keypad)</td>
</tr>
<tr>
<td>▲ 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</td>
<td>Control+Alt+</td>
<td>Minus (numeric keypad)</td>
</tr>
<tr>
<td>Go to the previous internal repetition:</td>
<td>Review</td>
<td>Internal repetitions</td>
</tr>
<tr>
<td>▲ Go to the previous segment of the same internal repetitions group</td>
<td>Control+Alt+</td>
<td>Minus (numeric keypad)</td>
</tr>
<tr>
<td>▲ 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</td>
<td>Control+Alt+</td>
<td>Plus (numeric keypad)</td>
</tr>
</tbody>
</table>

Moving the cursor if internal repetitions proofreading mode is not selected

If you are not working in internal repetitions proofreading mode, Transit offers other options for moving the cursor (Moving the cursor, page 222).

---

© STAR Group
Segment 6 belongs to internal repetitions group A. Group B is the next internal repetitions group. The first segment in internal repetitions group B is segment 5. Therefore Transit moves the cursor to segment 5.

- **Review | Internal repetitions | Navigate | Next in same group**

Transit moves the cursor to the next segment of the same group. Segment 6 belongs to internal repetitions group A. The next segment in group A is segment 11. Therefore Transit moves the cursor to segment 11.

- **Review | Internal repetitions | Navigate | Next internal repetition or Processing | Internal repetitions | Next**

Transit moves the cursor to the next internal repetition: Segment 6 belongs to internal repetitions group A. The next internal repetition would be the next segment that belongs to group A. The next segment in group A is segment 11. Therefore Transit moves the cursor to segment 11.

If the cursor is in segment 11: Segment 11 is the last segment belonging to internal repetitions group A. There are no further internal repetitions in this group. Therefore, Transit moves the cursor to the first segment of the next internal repetitions group.

Group B is the next internal repetitions group. The first segment in group B is segment 5. Therefore Transit moves the cursor to segment 5.
Proofreading mode

Overview

Proofreading mode allows you to check specific segments in a file where segments have been assigned various different statuses. Such a check can be useful in certain cases, for example, if a document already contains numerous segments which are have been spellchecked, as they come from reference material, while newly translated segments in the document still require spellchecking.

Working in proofreading mode

The following table provides information on the options which appear in the Proofreading group:

<table>
<thead>
<tr>
<th>Function</th>
<th>Ribbon bar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proofreading mode is activated. You can select from the proofreading modes listed on the right.</td>
<td>On/Off</td>
</tr>
<tr>
<td>The check takes account of all segments which have a status lower than the status set here.</td>
<td>▲ Spellcheck&lt;br&gt;▲ Check 1&lt;br&gt;▲ Check 2</td>
</tr>
<tr>
<td>The status of the active segment is confirmed and the cursor is moved to the next segment to be checked</td>
<td>Confirm</td>
</tr>
<tr>
<td>The cursor is moved to the next segment to be checked without altering the status of the active segment</td>
<td>Next</td>
</tr>
</tbody>
</table>

Options for navigating within the language pair:

- Moves the cursor to the next segment
- Moves the cursor to the previous segment
- Moves the cursor to the next segment to be checked
- Moves the cursor to the previous segment to be checked
- Moves the cursor to the previous segment for which at least one revision has been logged
- Moves the cursor to the next segment for which at least one revision has been logged
- Opens a window for selecting the segment filter according to which you want to navigate
- Moves the cursor to the previous segment that complies with the criteria of the selected segment filter

Options for proofreading mode
How do I work in proofreading mode?

1. Activate the proofreading mode by clicking on the small arrow on the **On/Off** button and selecting one of the following options from the list:
   - **Spellcheck**
   - **Check 1**
   - **Check 2**

   Transit highlights the **On/Off** button. The previously greyed-out buttons in the **Proofreading** group are also activated.

   Depending on which proofreading mode you have selected, during the following check, all segments which have a status lower than the proofreading mode you have selected will be checked. If, for example, you have selected the **Spellcheck** proofreading mode, the check will take account of all segments which have a status lower than **Spellchecked**.

2. Select the **Log as revision** option if you want to log changes to segments as a revision (☞ “Logging and comparing revision steps”, page 305).
3 There are two ways of proceeding to the next segment to be checked:
   – **Confirm** assigns the corresponding segment status, depending on which proofreading mode you selected at the beginning:

<table>
<thead>
<tr>
<th>Proofreading mode</th>
<th>Segment status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spellcheck</td>
<td>Spellchecked</td>
</tr>
<tr>
<td>Check 1</td>
<td>Checked 1</td>
</tr>
<tr>
<td>Check 2</td>
<td>Checked 2</td>
</tr>
</tbody>
</table>

*Assignment of segment status to proofreading mode*

   – **Next** moves the cursor to the next segment to be checked without altering the status of the active segment.

You can also use the options listed under **Navigate** to move the cursor to a different segment (☞ “Options for proofreading mode”, page 297 for information).

4 Regardless of which proofreading mode you selected at the beginning, you can also assign one of the statuses listed under **Segment status** to the active segment manually.

Check the segment and assign the appropriate status to it. Then click on **Confirm** to confirm the segment status and move the cursor to the next segment to be checked.

5 Repeat Steps 2 and 3 until you have checked the whole file.

6 Via **File status**, you can also assign a status to all the segments in the open file, regardless of which proofreading mode you selected at the beginning.

7 After you have finished the check, you can deactivate proofreading mode by clicking the **On/Off** button again.

   Transit greys out the buttons in the **Proofreading** group.

---

**Deactivate proofreading mode after you have completed the check**

Be sure to deactivate proofreading mode after you have completed the check, otherwise you will not be able to start the checking modes in the **Processing** tab, e.g. for internal repetitions and markups.
Printing out Transit files for proofreading

Overview There are various functions in Transit for printing out the Transit files for proofreading purposes:

- Printer settings
  Use this function to specify the printer and specific settings for the printer selected (⇒ “Printer settings”, page 301).

- 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
  You can print the source or target language separately or print segment pairs containing both languages (⇒ “Specifying the languages for the proofreading printout”, page 301).

- Specifying the range and appearance of the segments in the proofreading printout
  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 (⇒ “Specifying the range and appearance of the segments in the proofreading printout”, page 302).

If, instead of printing out a hard copy, you want to generate a PDF file, you still use the Print function but with a ‘virtual printer’.
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 on the Transit button and select Print | Settings. Transit displays the Print Setup 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.

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
   Transit prints out the contents of the active window.
   – 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 303).
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 202).

- **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 303).

- **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 303).

- **Printing comments**
  If you print segment pairs, you can also print out comments on the particular segments (⇒ Step 3, page 303).

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 426) 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 304).

**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 301).

If you only want to print certain segments, apply the appropriate segment filter before printing (⇒ “Filtering segments”, page 202).

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 on the **Transit button** and select **Print**.

   Transit displays the **Printing** window. Transit displays the active printer in the **Printer** section:

   ![Printing Window](image)

   - Specify the printer:
     - If you want to use a different printer, click **Printer setup** (“**Printer settings**”, page 301).
     - 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.

2. 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.

3. 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 from the list.
   - 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 303), 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.
Logging and comparing revision steps

Overview
In multi-stage translation processes (consisting e.g. of translation, proofreading, external review), the translation of a segment may be changed by different users. 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: 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 (TPF files).

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.

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 197).

You can display and check segments with revisions as follows:

▲ using keyboard shortcuts (⇒ “Navigating to segments containing revisions”, page 307)

▲ using a segment filter (⇒ “Filtering segments according to segment information”, page 208).
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:

   ![Compare revision steps window](image)

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:

   ![Detailed comparison](image)

*Fenster Revisionsstände vergleichen - mit Detailvergleich*

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 easily 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:

<table>
<thead>
<tr>
<th>Function</th>
<th>Keyboard shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Segments with revisions:</td>
<td></td>
</tr>
<tr>
<td>Previous comment</td>
<td>CTRL-MINUS (numeric keypad)</td>
</tr>
<tr>
<td>Next comment</td>
<td>CTRL-PLUS (numeric keypad)</td>
</tr>
<tr>
<td>Segments with revisions or comments from the translator or reviewer:</td>
<td></td>
</tr>
<tr>
<td>Previous comment or previous revision step</td>
<td>SHIFT-CTRL-MINUS (numeric keypad)</td>
</tr>
<tr>
<td>Next comment or next revision step</td>
<td>SHIFT-CTRL-PLUS (numeric keypad)</td>
</tr>
</tbody>
</table>

**Transit – Navigating to segments containing revisions and/or comments**

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:

▲ 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 275).

– **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 a XML file.
7 Quality assurance

- **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.

**Additional markup checks**

If you have selected the **Markups** option in the format check options and keep the SHIFT and/or CTRL key pressed when starting the quality report creation (⇒ **Step 4**, page 310), you can perform additional format checks if required:

- When the SHIFT key is kept pressed, Transit additionally checks if the markup order in the segments is correct.
- When the CTRL key is kept pressed, Transit additionally checks the markups that were removed by selecting **Empty & next**.

**Quality report in HTML format**

Example of a quality report file in HTML format:

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 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.

---

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 on the file name (shown as a link).

Transit opens the respective project and language pair and positions the cursor in the segment.

---
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.

<table>
<thead>
<tr>
<th>A</th>
<th>Transit NXT Quality Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Project: Next Word (Global)</td>
</tr>
<tr>
<td>4</td>
<td>Source language (SL): ENG</td>
</tr>
<tr>
<td>5</td>
<td>Target language (TL): DEU</td>
</tr>
</tbody>
</table>

The report contains errors of the following categories. For details click on the error category in question.

- Incorrect Terminology
- Translation
- Double spaces
- Leading or trailing blanks
- Markups
- Numbers
- Correct terminology
- Comments and revisions

Example for a quality report in Excel format

There is a worksheet for each error category:

In the particular error categories the errors are listed stating file name, 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:

Example for a report file in Excel format
Overview

The Report Manager in Transit provides you with a range of easy-to-use options for project analysis and invoicing.

You can also create “Report options” in which you specify 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 (⇒ “Creating and customising report options”, page 395).

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 100).

Please refer to ⇒ “Generating a report”, page 315 for more detailed information on creating and saving a report.

All settings are arbitrary examples

All settings described in ⇒ “Analysing project files with the Report Manager”, page 314 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 315).

Section ⇒ “Creating a report”, page 316 explains how Transit creates the report and how you can save it.

You can specify the units on which the report should be based: characters, words, segments, lines or pages.

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.

Different objectives – different results
The various reports will always return different results because of differences in the purpose of the reports and the methods of counting. For this reason, it is important you use the report suited to your particular needs.

In all three 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
The import report indicates how Transit has imported the files and which segments were partially or completely pretranslated.

Transit counts the segments, words or characters in the source language. As with all the reports, Transit works out the status based on the respective target language. Section ⇒ “Statuses for the import report”, page 444 explains the various statuses possible for the import report.

Example: the source-language expression ash tray was pretranslated as Aschenbecher. This means that the status in the target language is translated.
In the report, the expression is recorded as two words (source language ash tray) and not as one word (as in the target-language Aschenbecher).

▲ Progress
The report shows the progress of the project. Transit works out the current “status” of each segment and totals the corresponding segments, words or characters of the source or target language.

The report provides an instantaneous snapshot of the current status but does not explain how that status has been arrived at. Section ⇒ “Statuses for the
progress report”, page 444 explains the various statuses possible for the progress report.

For example, the translated status can indicate the following:

- Transit pretranslated the segment automatically during import.
- Transit partially pretranslated the segment during import, the translator updated it and marked it as translated.
- Transit translated the segment automatically during the translation as the user had already translated an identical segment in the current project.
- The translator translated the segment using a fuzzy match.
- The translator translated the segment from scratch.

The report thus indicates the amount of work left to do, but not how much has already been done. This means that it can only be used for project monitoring and not for invoicing purposes.

Translation

Unlike the progress report, the translation report indicates by what means the status of a segment has been arrived at. This allows you to form a picture of how the text has been translated: automatically pretranslated, checked and pretranslated, translated with a fuzzy match, translated without a fuzzy match, etc. Possible statuses for the translation report can be found in section “Statuses for the translation report”, page 444.

The report tells the history of the project - albeit indirectly - and so provides information on the amount of work involved in the translation. This means it is the only meaningful basis for project invoicing.

Creating a report

You can create a report any time so that you are up to date on the current project status. It may be necessary to customise the report options to do this so that the Report Manager uses ‘your’ values for analysis and invoicing (”Creating and customising report options”, page 395).

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  Select **Statistics | Language pairs | Project**.

   Transit displays the **Transit report manager** window:

   ![Transit report manager window]

2  Specify the language for which Transit should create the report. To do so, select the required language from the **Language** list.

   In this list, Transit displays all the languages which you have specified as a source or target language in the project.

**Multilingual project: Saving statistics for all target languages**

For a project with multiple target languages, it is not necessary to create the report for each target language individually.

When saving the report created for one of the target languages, you can select whether Transit should save a combined statistics for all target languages or individual statistics for all target languages.

1  Specify the type of report (⇒ *“Types of reports in Transit”*, page 315). To do this, select the desired report type:

   - **Import**: Report on how Transit imported the files and which segments have been pretranslated but need checking and which have been fully pretranslated.
   - **Progress**: 'Snapshot' of the current status of the project.
   - **Translation**: Report on how the project was translated.

2  Specify the unit for the report. To do this, select the desired unit (Characters, Lines, Pages, Segments, Words) from the **View in** list.
3 Specify how Transit should display the results:
   - If you want Transit to display the result as a percentage, select **Percentage**.
     Transit displays the results as a percentage of the whole project.
   - If you want Transit to display the results as a price, select **Price**.
     Transit displays the results with the prices you specified in the report options.
     You can only select 'Price' if the unit selected in the **View in** list is the same unit used in the 'Calculate from' field in the report options (**Report options** window, **Prices**; ⇒ “Specifying prices”, page 404).
   - If you want Transit to display the results in absolute figures, uncheck the **Percentage** and **Price** checkboxes.
     Transit displays the absolute number of characters, words, segments, lines or pages in the results.

4 Specify the basis for the report:
   - Specify whether Transit should use the source or target language as the basis for the report. To do so, select either **Source language** or **Target language** in the **Report based on** section.
   - For import reports: specify whether Transit should take internal repetitions into account in the analysis. To do this, select the **Regard internal repetitions** option in the **Report based on** section. Specify whether internal repetitions should be calculated based on the whole project or on each file.
     Select **Per project** to calculate internal repetitions globally for all the files in a project.
     Select **Per file** to calculate internal repetitions for each file separately.

5 Specify the report options for the report: To do so, select 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**.
     Transit displays the **Report options** window (⇒ “Creating and customising report options”, page 395). Once you are finished checking/changing the report options, return to the **Transit report manager** window by clicking **Close** in the **Report options** window.

6 Specify the type of segments which Transit should count for the report. To do so, select the desired option from the list **Units counted**:
   - Select **All** to have Transit count both internal repetitions and other segments.
   - Select **Internal repetitions only** to only include internal repetitions.
   - Select **Without internal repetitions** to exclude all internal repetitions, and only have Transit count other segments.
7. If you want Transit to recalculate and update the values in the report, click **Update**.
Transit displays the current values in the table.

8. If you want to save the report, click **Save**.
Transit displays the **Save statistics as** window:

   - 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.** You can save the report in the following formats:
     - **Excel (*.xls):** The report will be saved as an Excel table.
     - **html (*.html):** The report will be saved as an HTML file.
     - **Transit report (*.james):** The report will be saved in XML format and can be used by the STAR CLM workflow management tool.
     - **Transit report (*.rep):** The report will be saved as a plain text file.
   - **Click Save to confirm your settings.**
In the case of a multilingual project, Transit then displays the following window:

Not available when you select Transit report (*.rep) as format.

– In this case, select the desired option for saving:

  **Statistics for selected language only**: Transit saves only the statistics for the selected language.

  **Combined statistics for all target languages**: Transit saves the statistics for all target languages in one file. Available for reports in Excel (one table sheet for each target language) or html file formats.

  **Individual statistics for each target language**: Transit saves the statistics for each target language in an individual file. Transit appends an underscore and the corresponding Transit language code to each individual file name.

Confirm your selection with OK.

Transit returns to the Transit report manager window.

9 You can change the settings to create another report or close the Transit report manager window by clicking Close.

---

**Creating reports for the active files**

It is also possible to create reports for the files which are currently open. The procedure and available options for this are the same as for project reports. To create a report for the files which are currently open, select **Statistics | Language pairs | Active**.

---

**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.
Generating a report

- **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 Creating reference material by using alignment

What is “Alignment”? Any translations you have completed without using Transit are in the original file format. However, Transit is only able to use translations as reference material if they are in the Transit format.

For an alignment project, you can import existing documents and their translations into Transit. Alignment is then carried out, and this generates Transit language pairs which can be used as reference material for other projects.

The alignment process itself involves matching up source and target-language segments. The alignment tool supports you in this process.

If the segmentation of source and target language does not match, you can intervene and split or join segments. This may be necessary, for example, if a sentence in the source language has been translated with two sentences in the target language or vice versa. The less frequently this occurs, the easier it is to carry out the alignment.

Requirements The following criteria must be met before you can align your existing translations:

△ The document and the translations must be in a file format which Transit can import.
△ The source document and the translations are in the same file format (e.g. all in Word).

Steps to take Take the following steps to carry out an alignment:

1 Create an alignment project (☞ “Alignment project”, page 323).
2 Import the files of the source and target languages.
3 Open the language files generated and carry out the alignment (☞ “Carrying out an alignment”, page 330).
   – Transit automatically assigns each source-language segment to the translated target-language segment so both segments have the same segment number. In doing so, Transit takes a number of factors into account whose individual weighting you can specify (☞ “Alignment coefficients”, page 434).
Alignment project

Overview
An alignment project is similar to a translation project (☞ “Project management”, page 37).
In an alignment project, however, you select the source and target language 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 Create new project window.

2 Select Alignment project and click Next to confirm the option selected.
Transit displays the **Administration** window:

![Administration window](image)

3 Proceed as for creating a translation project (☞ “Creating a project”, page 38):
   - **Administration** window: Specify the administrative information.
   - **Languages** window: Specify the source and target languages.
   - **Folders** window: Specify the working folder.
   - **File type** window: Specify the file type of the files you want to align.

Transit displays the **Files** window, which is different from that of a translation project.

![Files window](image)
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.

5. Click **Next** to confirm the settings.
Transit displays the **File assignment** window.

6 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. Click Next to confirm the assignments.

Transit displays the Dictionary window:

7 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 433).
Click **Next** to confirm the selection.

Transit displays the **Summary** window:

- Click **Back** if you want to change a setting and go back to a previous window.
- If you want to make additional, special settings for segmentation or dictionaries, click **Additional options**.

  Transit displays the **Advanced project settings** window with various tabs (⇔ “Project settings for alignment projects”, page 329).

  Once you have checked all the settings, confirm them by clicking **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 62).

You can import the files at a later stage. However, you must import the files before you can start the alignment.
The majority of the project settings for alignment projects are the same as the settings for translation projects:

<table>
<thead>
<tr>
<th>Settings</th>
<th>Explanation</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Languages</td>
<td>As for translation project</td>
<td>'Languages' project settings</td>
</tr>
<tr>
<td></td>
<td></td>
<td>⇒ page 86</td>
</tr>
<tr>
<td>Administration</td>
<td>As for translation project</td>
<td>'Administration' project settings</td>
</tr>
<tr>
<td></td>
<td></td>
<td>⇒ page 87</td>
</tr>
<tr>
<td>Folders</td>
<td>As for translation project</td>
<td>'Folders' project settings</td>
</tr>
<tr>
<td></td>
<td>For alignment projects, export folders are not relevant,</td>
<td>⇒ page 88</td>
</tr>
<tr>
<td>Files</td>
<td>For alignment projects, you must also specify the target language files to be imported.</td>
<td>'Files' project settings</td>
</tr>
<tr>
<td></td>
<td></td>
<td>⇒ page 91</td>
</tr>
<tr>
<td></td>
<td></td>
<td>⇒ Step 4, page 325</td>
</tr>
<tr>
<td>File assignment</td>
<td>Only in alignment projects: You use this setting to specify which target-language file contains the translation of a source-language file</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>⇒ Step 6, page 326</td>
</tr>
<tr>
<td>File type</td>
<td>As for translation project</td>
<td>'File type' project settings</td>
</tr>
<tr>
<td></td>
<td></td>
<td>⇒ page 94</td>
</tr>
<tr>
<td>Report settings</td>
<td>As for translation project</td>
<td>'Report settings' project settings</td>
</tr>
<tr>
<td></td>
<td></td>
<td>⇒ page 100</td>
</tr>
<tr>
<td>Format check</td>
<td>As for translation project</td>
<td>'Format check' project setting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>⇒ page 101</td>
</tr>
<tr>
<td>Reference material</td>
<td>As for translation project                    Transit can use reference material when assessing whether a source and target-language segment match.</td>
<td>'Reference material' project setting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>⇒ page 102</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▲ Alignment settings</td>
</tr>
<tr>
<td></td>
<td></td>
<td>⇒ page 433</td>
</tr>
<tr>
<td>Segmentation</td>
<td>As for translation project</td>
<td>'Segmentation' project settings</td>
</tr>
<tr>
<td></td>
<td></td>
<td>⇒ page 105</td>
</tr>
<tr>
<td>Dictionaries</td>
<td>As for translation project</td>
<td>'Dictionaries' project settings</td>
</tr>
<tr>
<td></td>
<td>Transit can use dictionaries when assessing whether a source and target-language segment match.</td>
<td>⇒ page 107</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▲ Alignment settings</td>
</tr>
<tr>
<td></td>
<td></td>
<td>⇒ page 433</td>
</tr>
</tbody>
</table>
Carrying out an 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 323).

The segment numbers in both languages must match so that the source and target language segments can be correctly aligned. Otherwise, Transit would not detect the correct segment as the translation.

However, instances can arise in which the source and target-language segment markers differ from one another. As a result, a source-language segment can have a different segment number to the corresponding translated segment in the target language. Such cases call for your input to join, split or delete target-language segments or insert empty segments.

Non-matching segment markers may result from the following:

- One sentence has been translated with two sentences.
- Two sentences have been translated with one sentence.
- A sentence has been moved to another position in the translation.
- The source and target-language document have different document structures.

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 331).

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 433).
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 25). 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:

<table>
<thead>
<tr>
<th>Function</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alignment group</strong></td>
<td></td>
</tr>
<tr>
<td>On/Off</td>
<td>Starts and ends the alignment.</td>
</tr>
<tr>
<td>Recalculate</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Navigate group</strong></td>
<td></td>
</tr>
<tr>
<td>Change proposals</td>
<td>Means that also change proposals are searched for when navigating through the alignment project.</td>
</tr>
<tr>
<td>Probability</td>
<td>Determines the maximum probability of match of segments which are searched for while navigating the alignment project.</td>
</tr>
<tr>
<td>Previous / Next</td>
<td>Moves the cursor to the previous or next segment to be checked with the selected probability of match.</td>
</tr>
<tr>
<td><strong>Confirm proposal group</strong></td>
<td></td>
</tr>
<tr>
<td>File</td>
<td>Confirms the alignment proposed by Transit for the whole file.</td>
</tr>
<tr>
<td>To cursor</td>
<td>Confirms all proposals from Transit, including change proposals, up to the current cursor position.</td>
</tr>
<tr>
<td><strong>Segments group</strong></td>
<td></td>
</tr>
<tr>
<td>Join</td>
<td>Joins the active segment to the next segment.</td>
</tr>
<tr>
<td>Split</td>
<td>Splits the segment at the current cursor position.</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes the active segment.</td>
</tr>
</tbody>
</table>
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

Open each file in a separate window for the alignment

In Transit, you can load your files globally – i.e. open several files simultaneously in one window. However, during an alignment there would then be the risk of joining segments from different files. To avoid this occurring, you can only carry out an alignment if you open each file in a separate window. You can, however, globally load language pairs of an alignment project to perform other global tasks (e.g. “search/replace”).

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 to make the window active.
   - Transit now calculates the alignment probability of the source language and target language segments.
4 Once Transit has calculated the alignment probability, you have to check the proposals and correct them as necessary (⇒ “Checking and correcting proposals”, page 335).

Areas of the alignment editor

The editor is divided into three areas:

- 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.
Alignment proposals made by Transit

When you start an alignment, Transit calculates the probability of a match between the various segments and indicates this using different colours.

The alignment area displays which segment in the source-language file belongs to which in the target-language file. The fact that they belong together is indicated by grey lines that continue the horizontal lines between the consecutive segments to the opposite side in such a way that they form the upper and lower border of a coloured block in the middle of the alignment area. Each block represents a so-called Transit proposal. Two kinds of proposal exist:

▲ **Alignment proposals**: Suggestions made by Transit which do not alter the segment structure.

▲ **Change proposals**: Suggestions made by Transit which alter the segment structure, for example by deleting, joining or moving segments.

Proposed changes are additionally highlighted with a black marking within the block. The marking indicates the proposed change (☞ “Appearance of alignment and change proposals and how they are confirmed”, page 337).

The alignment probability and the segment status are represented in the alignment area by different colours:

▲ **Red**: Segments where the alignment must be confirmed by you. The brighter the red, the higher the probability that the segments belong together. Segments which should be closely examined are identified by a more intense red colour.

▲ **White**: Segments where the alignment has already been confirmed.

▲ **Grey**: Segments where the alignment has not yet been calculated.
Checking and correcting proposals

Depending on the alignment settings, Transit either suggests a segment to be confirmed without changes (a so-called alignment proposal) or makes ‘change proposals’, i.e. Transit suggests segments to be deleted, inserted or joined (⇒ “Customising alignment settings and coefficients”, page 433).

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:

<table>
<thead>
<tr>
<th>Function</th>
<th>Ribbon bar</th>
<th>Key/Keyboard shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>To the next segment; segment numbers are synchronised</td>
<td>-</td>
<td>PLUS (numeric keypad)</td>
</tr>
<tr>
<td>To the previous segment; segment numbers are synchronised</td>
<td>-</td>
<td>MINUS (numeric keypad)</td>
</tr>
<tr>
<td>To the next segment which has the set alignment probability or lower or which has a change proposal</td>
<td>Alignment I Navigate I Next, Change proposals option selected</td>
<td></td>
</tr>
<tr>
<td>To the previous segment which has the set alignment probability or lower or which has a change proposal</td>
<td>Alignment I Navigate I Previous, Change proposals option selected</td>
<td></td>
</tr>
<tr>
<td>To the next segment which has the set alignment probability or lower</td>
<td>Alignment I Navigate I Next, Change proposals option not selected</td>
<td>ALT+PLUS (numeric keypad)</td>
</tr>
<tr>
<td>To the previous segment which has the set alignment probability or lower</td>
<td>Alignment I Navigate I Previous, Change proposals option not selected</td>
<td>ALT+MINUS (numeric keypad)</td>
</tr>
<tr>
<td>To the next segment which has a change proposal</td>
<td>CTRL+PLUS (numeric keypad)</td>
<td></td>
</tr>
<tr>
<td>To the previous segment which has a change proposal</td>
<td>CTRL+MINUS (numeric keypad)</td>
<td></td>
</tr>
</tbody>
</table>

Moving around the language pair
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 333).

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 made by Transit”, page 334).

Check whether the source language segment matches the current target language segment. If it does, you have the following options:

▲ Confirm the current segment (⇒ “Options for confirming alignment”, page 336).

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 (⇒ “Options for confirming alignment”, page 336).

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 and 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.

Displaying already confirmed segments

Once you have confirmed an alignment / change proposal, Transit, the changes the coloured marking from red to white and assigns the Alignment checked status.

Options for confirming alignment

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 343).

▲ 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.


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.

**Appearance of alignment and change proposals and how they are confirmed**

Alignment proposals and change proposals from Transit are displayed as follows:

- **Transit alignment proposals (segments with no change proposals):**

  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:

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 a source-language segment be aligned with the target-language segment.

- **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.
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 340)
- Deleting segments (☞ page 341)
- Inserting a segment (☞ page 341)
- Splitting a segment (☞ page 341)
- Joining segments (☞ page 341)
- Virtual segment joining (☞ page 342)
- Emptying segments (☞ page 342)
- Confirming a segment (☞ page 342)

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 |
| A Wizard will be there to help you. |
| Project administration with Transit and TermStar NXT has been made even easier with the consistent use of Wizards. |
| Example: The order of the first segment (Ein Assistent.… Egal, ob Sie ein neues Projekt oder ein neues chinesisches Wörterbuch anlegen.) 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 on the segment that you want to move.

Transit displays the mouse pointer with SEG.

2  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.
Making and confirming manual changes

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?**
1. Place the cursor in the segment you would like to delete.
2. Select **Segments | Delete**.

**How do I delete multiple segments?**
1. Highlight the segments which you wish to delete, with the cursor.
2. 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**.

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.

Correct order of segments after moving

---

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9 Creating reference material by using alignment

**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. Click in the target-language pane of the Transit editor with the right mouse button, in the upper of the two segments to be joined, in order to open the context menu.
   
   Transit always joins a segment with the next segment.

2. 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.
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 275).

▲ Proofreading printout with segments arranged in pairs
Print out the language files in pairs. In this way, you can easily determine whether the segments are properly aligned with one other (⇒ “Printing out Transit files for proofreading”, page 300).

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 110):

**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 Customising the Transit working environment

User roles

Every translation project can be divided into typical fields of activity, such as terminology work or proofreading. Depending on the number of people working on a project, such tasks may be entrusted to one or more people; in the same way, one person may be responsible for several areas and therefore be working in several different roles.

To assist you in working with Transit, we have assigned one predefined standard user role to each of twelve traditional areas of responsibility. You can change your role at any time, or remain in one role, depending on your current role in the project (⇒ “User roles in Transit”, page 25).

Your choice of user role has a bearing on the functions and appearance of Transit in the following areas of the program interface:

▲ **Resource bar**: Beyond the first level of each menu, only those functions which are necessary for your area of responsibility are active. Please refer to the ⇒ Transit/TermStar Reference Guide for more detailed information.

▲ **Ribbon bar**: You can only select functions which are required for your particular field of activity. Please refer to the ⇒ Transit/TermStar Reference Guide for more detailed information.

▲ **Transit toolbar**: After you have selected a user role, Transit displays precisely the tools which are required for your area of activity. However, you can modify the arrangement of these windows according to your particular wishes and then also save it (⇒ “Managing window layouts”, page 427).

▲ **Transit editor**: After you have selected a user role, Transit will display your language pair with the source and target language, or even just the target language, and the necessary tools. You can modify this view according to your particular wishes and then also save it (⇒ “Customising the Transit editor”, page 412).
Terminology window: After you have selected a user role, Transit displays the required information and layout for your dictionary. You can modify this view according to your particular wishes and then also save it (“Customising the TermStar window”, page 429).

User preferences

Overview
Independent of the currently selected user role, Transit gives you a range of settings which can be customised to suit your general way of working, such as selecting your preferred working and dialog languages. Your information is always saved for the next session. You can configure settings either by selecting Transit button | User preferences or via the controls on the ribbon bar:

<table>
<thead>
<tr>
<th>Setting</th>
<th>Menu</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dialog language and action on startup</td>
<td>Transit button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Preferred working languages</td>
<td>Transit button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Display of special characters</td>
<td>Transit button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Colours and font in the editor</td>
<td>Transit button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Settings for the Transit editor</td>
<td>Transit button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Character sets for particular languages</td>
<td>Transit button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Dual Concordance</td>
<td>Transit button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Dynamic Linking</td>
<td>Transit button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Setting</td>
<td>Menu</td>
<td>Section</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Project-independent settings for fuzzy search</td>
<td>Transit button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Synchronised View</td>
<td>Transit button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Working folder</td>
<td>Transit button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Display dictionaries in a book frame</td>
<td>Transit button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Index buttons in the TermStar window</td>
<td>Transit button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Background colour for selected data record in the TermStar window</td>
<td>Transit button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Additional languages in the TermStar window</td>
<td>Transit button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Minimum terminology search quality</td>
<td>Transit button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Dictionary assignment</td>
<td>Transit button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Terminology search</td>
<td>Transit button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Maschine translation (Editor MT)</td>
<td>Transit button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Folder selection</td>
<td>Transit button</td>
<td>User preferences</td>
</tr>
<tr>
<td>Keep capitalisation for capitalised source term</td>
<td>Edit</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>Spellcheck</td>
<td>Review</td>
<td>Spellcheck</td>
</tr>
</tbody>
</table>
## Setting the startup settings

In the user preferences for the **Startup settings** option you can specify the following:

- **Dialog language** section: You can select the dialog language that Transit uses for the next startup.
- **Action on startup** section: You can select which action 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.
  - **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.

<table>
<thead>
<tr>
<th>Setting</th>
<th>Menu</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keyboard-layout switching</td>
<td><strong>Edit</strong></td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>Backup save</td>
<td><strong>Edit</strong></td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>Signal sounds</td>
<td><strong>Edit</strong></td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>View preferences for the TermStar window</td>
<td><strong>View</strong></td>
<td>Manage views</td>
</tr>
<tr>
<td>View preferences for the Transit editor</td>
<td><strong>View</strong></td>
<td>Manage views</td>
</tr>
<tr>
<td>Layout of the windows in Transit</td>
<td>--</td>
<td>**Managing window layouts”, page 427</td>
</tr>
<tr>
<td>Configuration of the ribbon bar and resource bar</td>
<td>--</td>
<td>“User roles”, page 345</td>
</tr>
<tr>
<td>Configuration of the Quick Access Toolbar</td>
<td>--</td>
<td>“The Quick Access Toolbar”, page 30</td>
</tr>
<tr>
<td>Macros</td>
<td><strong>Edit</strong></td>
<td>Macros</td>
</tr>
</tbody>
</table>

*Settings for Transit (cont.)*
How do I set the startup settings?

1 Select **Transit button** | **User preferences** | **Startup settings**:

2 Select the desired startup settings.

3 Confirm your settings:
   - Click on **OK** to confirm the changes and close the **User preferences** window.
   - Click on **Save** to confirm the settings without closing the window. This allows you to make further changes to the user preferences.

**Setting the preferred working languages**

The working languages settings allow you to specify the languages into which you prefer to translate. If you open a project containing several target languages, Transit automatically sets the working language you specified 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 working languages:

- **First working language**: Transit automatically sets this language as the current target language for the project provided that the language is defined as a target language in the project.
Second working language: Transit automatically sets this language as the current target language for the project provided that the language is defined as a target language for the project and the first working language is not a target language in the project.

Other working languages: You can set additional working languages here for instances in which neither the first nor the second working language is specified as a target language in the project.

From the list of other working languages, Transit uses the first language specified as a target language in the project as the current target language.

Transit uses the current target language specified in the project if none of the languages specified as the first, second or other working language are defined as a target language for the project.

How do I change the preferred working languages?

1. Select Transit button | User preferences | Working languages:

2. Set the required working languages:
   - To specify your first working language, select the language in question from the First working language list.
If Transit should also use the language variants of the language as the first working language, select **All language variants** after the list.

- To specify your second working language, select the language in question from the **Second working language** list.
  
  If Transit should also use the language variants of the language as the second working language, select **All language variants** after the list.

- To specify other working languages, select the appropriate language from the **Available languages** list and click **Add**.
  
  Transit moves the language to the **Other working languages** list.

- If you no longer want to use a language as another working language, select the language from the **Other working languages** list and click **Remove**.

3 Confirm your settings:

- Click on **OK** to confirm the changes and close the **User preferences** window.

- Click on **Save** to confirm the settings without closing the window. This allows you to make further changes to the user preferences.

---

**Specifying which characters the editor uses to represent special characters**

You can define how Transit displays special characters in the editor:

▲ **Display spaces as**: The character which Transit displays instead of a space.

▲ **Display non-break spaces as**: The character which Transit displays instead of a non-break space. Non-break spaces are spaces which cannot be broken.

▲ **Display other spaces as**: The character which Transit displays instead of other spaces. Other spaces are, for example, spaces with a fixed width (so-called 'm-spaces', 'quarter quad', etc.)

▲ **Display line breaks as**: The character which Transit displays instead of a line break (e.g. instead of a so-called 'soft return').

▲ **Display tabs as**: The character which Transit displays instead of a tab character.

That means that Transit can also display R2L and L2R markers when you are translating bidirectional text (⇒ “Translating into R2L (right-to-left) languages”, page 256).
10 Customising the Transit working environment

How do I specify the characters Transit will display for special characters in the editor?

1. Select Transit button | User preferences | Special characters:

2. For each special character, select the character from the dropdown list which you want Transit to display in the editor.

   To make Transit display the selected character for **Display other spaces as**, you must also select it using the checkbox to the left of the option; otherwise other spaces will not be replaced by a character at all.

3. Confirm your settings:
   - Click on OK to confirm the changes and close the User preferences window.
   - Click on Save to confirm the settings without closing the window. This allows you to make further changes to the user preferences.
Specifying the font and colours displayed by the editor

You can define the font Transit uses to display text in the editor. For languages with characters which cannot be displayed in the font selected, Transit automatically uses a suitable font or the fonts you specified for special languages, (⇒ “Specifying non-Latin fonts for individual languages”, page 358).

You can also define which colours Transit should use to display text in the editor. You can specify colours for the following:

▲ Colours for elements in the language files, (text, segment markers, markups, update markers, dictionary entries)

▲ Background colours for different segment statuses and types of text as well as for segments that match a selected segment filter

▲ Font colour for translation suggestions with slightly differing text

Transit can also display other background colours for when you are translating bidirectional text (⇒ “Translating into R2L (right-to-left) languages”, page 256).

For these settings to work, colours must be activated

In order for background colours to be displayed, the Off option must not be selected under View | Segments | Colours | Segments (⇒ “Changing the appearance of segments and info column”, page 414).
How do I specify the font and colours displayed by the editor?

1. Select Transit button | User preferences | Colours and fonts:

2. To change the colour used to indicate a particular element, click on the downwards-pointing arrow on the right of the colour for the element you wish to change.

   Transit displays the colour selection window.

3. Decide whether the selection of colours provided contains the desired colour.
   - If available, select the desired colour from the dropdown.
   - To choose your own custom colour, select Custom colour.
     Transit displays the Select colour window.
     Here you can define the values for your custom-defined colour. Confirm your selection with OK.

4. To change the font displayed by the editor, select the desired font and font size from the Font and Size dropdowns.
5 Confirm your settings:
  
  – Click on **OK** to confirm the changes and close the **User preferences** window.
  
  – Click on **Save** to confirm the settings without closing the window. This allows you to make further changes to the user preferences.

**Defining font colours in an exported document**

It is possible to define what font colours Transit will display in an exported document for particular segment statuses. This makes proofreading or checking the translation in the exported document more efficient. The selected colours are used if the option **Colour for segment status** is selected during the export process, in the **Export project** window (☞ *Step 3*, page 71).

**How do I define the font colours in an exported document?**

1 **Select Transit button | User preferences | Colours and fonts:**

2 To change the colour of the font used in an exported document for a particular segment status, click on the triangle to the right of the particular colour setting you wish to modify.

   Transit displays the colour selection window.

3 Decide whether the selection of colours provided contains the desired colour.
   
   – If available, select the desired colour from the dropdown.
   
   – To choose your own custom colour, select **Custom colour**.

   Transit displays the **Select colour** window.
Here you can define the values for your custom-defined colour. Confirm your selection with OK.

4 Confirm your settings:
   - Click on OK to confirm the changes and close the User preferences window.
   - Click on Save to confirm the settings without closing the window. This allows you to make further changes to the user preferences.

Defining user preferences for the Transit editor

In the user preferences for the Transit Editor option you can define different settings for the Transit editor:

▲ Display Bubble window for indices and footnotes
   This determines whether Transit displays 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 183).

▲ 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 (☞ “Activating/deactivating automatic keyboard-layout switching”, page 382).

▲ 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 in the editor”, page 381).

▲ 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 backup save”, page 382).

▲ 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 383).
How do I define the user preferences for the Transit editor?

1. Select **Transit button | User preferences | Transit Editor**:

   ![User preferences window](image)

   - **Startup settings**: Working languages, Special characters, Colours and fonts
   - **Transit Editor**: Non-Latin fonts, Dual Concordance, Dynamic Linking, Dual Fuzzy, Synchronised View, Working folder, TransStar, Dictionary assignment, Terminology search, Machine translation, Folder selection, Quick Access Toolbar

2. Select the desired settings for the Transit editor.

3. Confirm your settings:
   - Click on **OK** to confirm the changes and close the **User preferences** window.
   - Click on **Save** to confirm the settings without closing the window. This allows you to make further changes to the user preferences.
Specifying non-Latin fonts for individual languages

Transit uses the font selected under **Colours and fonts** for all languages. Transit automatically selects a suitable font for languages with characters not contained in the font selected (e.g. for Chinese or Arabic).

Alternatively, you can select another font for these languages.

**How do I select a font for a language?**

1. Select **Transit button | User preferences | Non-Latin fonts:**

   ![User preferences](image)

   ![Non-Latin fonts](image)

   - **Language** column: The languages for which you can select a specific font. These are all the languages which Transit cannot display using a standard font.
   - **Font** column: The fonts Transit should use to display the languages in question.

     If nothing is displayed in the **Font** column for a language, Transit will display the language using the font which you have selected or will automatically select a suitable font from those installed on your computer.

2. If you want to change or delete a font for a language, select the required language from the **Language** column.

3. In the **Font** list, select the font which Transit should use to display the language.
If you wish to remove the font selected for a language, select the blank entry at the top of the Font list.

4 Confirm your settings:
   - Click on OK to confirm the changes and close the User preferences window.
   - Click on Save to confirm the settings without closing the window. This allows you to make further changes to the user preferences.

User preferences for dual concordance search

In the Dual Concordance user preferences, you can define which folders Transit should search and how the search results should be displayed, independent of a specific project. Moreover, you can define here whether the search should begin automatically when the Dual Concordance window opens and which options should be preset for searches. You can access the Dual Concordance user preferences either from the Options button in the Dual Concordance window or by opening the User preferences window via the Transit button and then selecting the Dual Concordance option.

How do I configure the user preferences for Dual Concordance?

1 Select Transit button | User preferences | Dual Concordance:
In the **Search in** section, you can specify the language pairs which Transit should search:

- **Reference material**: Transit only searches through the reference material of the project.
- **Working folder**: Transit only searches through the language pairs located in the working folder of the project.

  This means that Transit also searches through language pairs which belong to the project but which are not open at the moment.

You can also specify, the minimum status the segments must have to be included in the search. The minimum segment status for the reference material and for the current project can be defined separately.

- Select **Check minimum segment status** and select the minimum status required from the list.

  When searching through the reference material or the project folder, Transit will then only take those segments into account which are of the status selected or higher.

Select the option **Display identical matches once only** if such matches should only be included once.

Specify the number of segments Transit should display in the **Dual Concordance** window. To do this, change the value for **Number of matches displayed**.

If Transit finds more than the specified number of matches, the matches with the least similarity are not displayed.

In the section **Actions on dialog open**, you can specify whether the search should begin automatically when the **Dual Concordance** window opens and which options should be preset for searches.

- Select **Start search** under **Actions on dialog open** if you want the search to begin automatically when the window opens (only applies to concordance searches carried out from the language pair).

  If this option is not selected, the concordance search must be started manually by clicking on **Search**.

- Under **Select 'Phrase search' option**, you can choose one of the following settings:

  **Never**: The 'Phrase search' option is not selected.

  **When a search string contains more than 1 word**: The 'Phrase search' option is only selected if the search term contains more than one word.

  **Always**: The 'Phrase search' option is always selected.

- Select **Select 'Morpho search' option** if you want Transit to include in the search all the possible inflections of the search term.
If you have configured the settings and want to close the User preferences window, you have the following options:

- Click on **Save** to save the changes made to the user preferences.
- Click **OK** to just confirm the changes made and close the User preferences window.

If you do this, the changes to the user preferences will not be saved, and will only be retained for the current session. The changes will be lost if you do not save them before closing Transit.

- Click **Cancel** to discard the changes and close the window.

In the user preferences, you can define how high the quality of translation suggestions should be and how Transit should accept translation suggestions, independent of a specific project.

How do I configure the user preferences for Dual Fuzzy search?

1. Select **Transit button | User preferences | Dual Fuzzy**:

You can also open that window via the **Dual fuzzy** button in the resource bar.
The **Source language** section

- Under **Minimum status**, you can define from which segment status reference matches should be regarded. If you do not specify a minimum segment status for the source-language fuzzy search, Transit will suggest all segments, regardless of the segment status. These may also be segments in which only terms from the dictionary have been accepted but not the rest of the segment.

To prevent Transit from displaying such segments as translation suggestions, specify a minimum segment status for the source-language fuzzy search (e.g. Translated). Now Transit will only suggest the segments that you confirmed, e.g. as Translated.

- Under **Minimum quality (%)**, you can specify the minimum quality of the fuzzy matches which Transit suggests. To do this, enter the desired value.

- Select the **Bubble** option if you want fuzzy matches to be displayed in a bubble window.

- Select the **Fixed window** option if you want fuzzy matches to be displayed in the fixed window.

- Under **Update Transit matches**, specify how Transit should update the fuzzy matches. The following options are available:

  - **Numbers**: If this option is selected, any changes to numbers will be updated and the modified segment accepted into the translation.
  
  - **Markups**: If this option is selected, any changes to markups will be updated and the modified segment accepted into the translation.
  
  - **User-defined exceptions**: If this option is selected, fuzzy matches containing a user-defined exception will be updated and the modified segment automatically accepted into the translation.

- **Terminology**: Transit uses this function if the source-language reference segment and the segment to be translated only differ by one word. If Transit finds both words (old and new word) in the project dictionaries, it automatically uses the translation for the new word from the dictionary.

Example:

ENG reference segment: There is a *bird* in the garden.

DEU reference segment: Da ist ein *Vogel* im Garten.

ENG active segment: There is a *raven* in the garden.

The segments differ by the use of the word *bird or raven*. If there is a translation in the project dictionaries for both words, Transit will use the translation *Rabe* for the new word *raven*:

DEU active segment: Da ist ein *Rabe* im Garten.

- Using the option **Display updates as**, you can select how update markers should be displayed in the fuzzy window. The relevant selection applies both to the Source Fuzzy and the Target Fuzzy window.
**Thin lines:** Updates are identified using thin lines - in the source language segment, the lines are green, and in the target language translation suggestion, they are red.

**Thick lines:** Updates are identified using thick lines - in the source language segment, the lines are green, and in the target language translation suggestion, they are red.

**Font colour:** Updates are identified using preset colours. If necessary, you can adjust these colours to suit your individual requirements, in the *Colours and fonts* user preferences.

- Using the **Show icon for language direction** option you can specify that the icon indicating the language direction is no longer displayed in the Fuzzy window in case you do not need this information (⇒ “Icon for language direction of the reference segment”, page 168).

- The option **Automatic segment concordance search if no fuzzy match is found** automatically performs a concordance search if a fuzzy search does not produce any results.

  Under **Minimum quality (%)**, specify the minimum percentage match that Transit should take into consideration for the concordance search. Thus Transit will only suggest matches where the reference segments and the segments to be translated exhibit the specified level of similarity.

- Using the option **Use ALT+INS to accept fuzzy match and to confirm segment as translated**, you can specify that shortcut ALT+INS should cause Transit to accept the fuzzy match from the fuzzy window and confirm the current segment, all in a single step. If this option is deselected, Transit will *not* accept the fuzzy match when ALT+INS *is pressed*. In this case, it is first necessary to accept the fuzzy match using the shortcut ALT+ENTER, and then confirm it using ALT+INS.

  If segment concordance search is selected and a match is returned, the ALT+INS function is initially disabled. However, as soon as you have modified the match in the fuzzy window, the ALT+INS function can be used.

- Using the option **Warn if fuzzy match is confirmed without changes** means that Transit will display a message if you accept a suggested translation even though the current source-language segment differs from the reference segment.

  By doing this, Transit prevents you from accidentally confirming the suggested translation without having adapted it to match the current segment.

The **Target language** section

- Select the **Automatic search** option if you want Transit to automatically start a search in the target language whenever the source-language fuzzy search produces no results.

**Minimum status** (as in **Source** section)
10 Customising the Transit working environment

**Minimum quality (%)** (as in **Source** section)

**Bubble** (as in **Source** section)

**Fixed window** (as in **Source** section)

- Select the **Phrase search** option if you want to search for the precise sequence of words in the target-language fuzzy search.

- Below **Search in** you can select if Transit should search both the **Reference material** and the **Working folder** during the source-language fuzzy search.

2 **Confirm your settings:**

- Click on **OK** to confirm the changes and close the **User preferences** window.

- Click on **Save** to confirm the settings without closing the window. This allows you to make further changes to the user preferences.

**User preferences for synchronised view**

If Synchronised View is activated for the source and/or target language, then this runs in the background, even if the viewer in question is not currently being used in a project. This can, in turn, have a major effect on the performance of the application. It is therefore possible in the user preferences to define, in each individual case, on which viewers Synchronised View should be active.

**How do I define the user preferences for Synchronised View?**

1 **Select** **Transit button | User preferences | Synchronised View:**

![User preferences window](image)

2 Specify the desired settings, e. g.:
Automatically synchronise multimedia viewer option in the Subtitling section

When translating the subtitling of a movie, Transit can automatically synchronise the playback of the movie in the Multimedia viewer.

Use this option to specify whether a segment should be played back automatically in the Multimedia viewer as soon as you place the cursor in it.

**Working Folder**  Transit allows you to set defaults for the scope and the folder hierarchy of working folders. You can determine whether these settings should apply to the creation or the unpacking of a project.

**How do I set defaults for the working folder?**

1. Select Transit button | User preferences | Working folder:

   ![User preferences](image)

   **Default scope** section
   
   - Select which scope should be preselected when creating a new project or unpacking a project.
   - Select whether this default scope should apply to unpacking a project, creating a new project or in both cases.
10 Customising the Transit working environment

**Default folder hierarchy** section
- Select which folder hierarchy should be preselected when creating a new project or unpacking a project.
- Select whether this default folder hierarchy should apply to unpacking a project, creating a new project or in both cases.

2 Confirm your settings:
- Click on **OK** to confirm the changes and close the **User preferences** window.
- Click on **Save** to confirm the settings without closing the window. This allows you to then make further changes to the user preferences.

**Activating and deactivating the book-frame display**
You can display TermStar dictionaries either with a book frame or without. To do this, activate or deactivate the corresponding option.

![Dictionary displayed in a book frame](image1)

![Dictionary displayed without the frame](image2)
How do I activate/deactivate the book-frame display?

1. Select Transit button | User preferences | TermStar:

2. Select Display in book frame to activate the book-frame display. Uncheck this box to deactivate the book-frame display.

3. Confirm your settings:
   - Click on OK to confirm the changes and close the User preferences window.
   - Click on Save to confirm the settings without closing the window. This allows you to make further changes to the user preferences.

Adjusting the page width

When the book frame is deactivated, you can adjust width of the two pages by moving the centre separator line sideways with the mouse. To do this, move the mouse over this line until the pointer changes into a double-headed arrow. Then hold down the mouse button and drag the line to the left or right.
Background colour of the selected data record

When you select a data record, Transit highlights it in a special background colour:

You can determine this colour yourself.

How do I specify the background colour?

1. Select Transit button | User preferences | TermStar:

2. Select Colour.
   Transit displays a colour palette.

3. Select a colour from the palette. You can also define and select your own colours using the Custom colour button.
4 Confirm your settings:

- Click on **OK** to confirm the changes and close the **User preferences** window.
- Click on **Save** to confirm the settings without closing the window. This allows you to make further changes to the user preferences.

### Displaying and sorting additional languages

A dictionary can contain entries in two or more languages. Set the source and target languages in the project so that the required languages can be displayed (TermStar User Guide). The target language entries are then displayed against the source language entries as possible translations.

You can also use dictionary layouts which display more than two languages. In these layouts, you can add fields for these so called 'additional languages'. Additional languages are languages for which there are entries in the dictionary but which are not set as the source or target language.

Example: a dictionary contains entries in English, French, Italian and German. The current source language is English and the target language is German. This means that Italian and French are additional languages which can be displayed in this dictionary.

You can specify which additional languages will be displayed by selecting an appropriate dictionary layout:

<table>
<thead>
<tr>
<th>Setting</th>
<th>Display as additional language</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project languages</strong></td>
<td>All the languages which are specified as languages in the current project</td>
</tr>
<tr>
<td><strong>Working languages</strong></td>
<td>All the languages that have been specified as working languages in the user preferences (Setting the preferred working languages, page 349).</td>
</tr>
<tr>
<td><strong>Intersection of project languages and working languages</strong></td>
<td>A combination of the previous two options: All the languages that are specified in the current project and in the user preferences</td>
</tr>
<tr>
<td><strong>All available languages</strong></td>
<td>All the languages contained in the dictionary.</td>
</tr>
</tbody>
</table>

Possible settings for displaying additional languages
Furthermore, you can specify in which order the additional languages are displayed in a data record:

<table>
<thead>
<tr>
<th>Setting</th>
<th>Sorting of additional languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default order (Microsoft)</td>
<td>Languages are sorted according to the default order of Microsoft.</td>
</tr>
<tr>
<td>By language code</td>
<td>Languages are sorted according to the Transit language code.</td>
</tr>
<tr>
<td>By language name</td>
<td>Languages are sorted according to the order of the Transit dialogue languages.</td>
</tr>
<tr>
<td>Working languages on top</td>
<td>Working languages are displayed at the top (only available if By language name setting is selected).</td>
</tr>
</tbody>
</table>

Possible settings for sorting additional languages

**Use a dictionary layout containing additional languages**

TermStar only displays the additional languages if fields for additional languages are present in the dictionary layout. Otherwise the selection you make here will not have any effect on the display of the entries.

**How do I specify which additional languages are displayed?**

1. Select **Transit button | User preferences | TermStar**.

![User preferences](image-url)
2 Select one of the options under **Display additional languages** (see table ⇒ “Possible settings for displaying additional languages”, page 369).

3 Confirm your settings:
   - Click on **OK** to confirm the changes and close the **User preferences** window.
   - Click on **Save** to confirm the settings without closing the window. This allows you to make further changes to the user preferences.

**How do I specify in which order the additional languages are displayed?**

1 Select **Transit button | User preferences | TermStar**:

   ![User preferences window](image)

2 Select one of the options under **Sort additional languages** (see table ⇒ “Possible settings for sorting additional languages”, page 370).

3 Confirm your settings:
   - Click on **OK** to confirm the changes and close the **User preferences** window.
   - Click on **Save** to confirm the settings without closing the window. This allows you to make further changes to the user preferences.
Transit suggests a default value for the minimum quality of the fuzzy search when searching the dictionaries. You can determine this value yourself.

How do I set the predefined minimum quality for fuzzy search?

1. Select Transit button | User preferences | TermStar:

2. Select the required value under Minimum fuzzy search quality or enter the value using the keyboard.

3. Confirm your settings:
   - Click on OK to confirm the changes and close the User preferences window.
   - Click on Save to confirm the settings without closing the window. This allows you to make further changes to the user preferences.
Showing and hiding the index buttons

You can show and hide the index buttons used to select the first data record which appears under a particular letter.

How do I show or hide the index buttons?

1. Select **Transit button | User preferences | TermStar**:

2. Select **Show index buttons**.

   Uncheck this box to hide the index buttons.
3 Confirm your settings:
   - Click on OK to confirm the changes and close the User preferences window.
   - Click on Save to confirm the settings without closing the window. This allows you to make further changes to the user preferences.

Customising the index buttons
For each language, you can specify which index buttons will be displayed. This means that you can, for example, include special characters or special character groups (Æ, Ó, Sch, St) as index buttons.
Please refer to the Transit/TermStar Reference Guide for information on customising the buttons.

Assigning a dictionary to a customer
You can assign one or more dictionaries to each customer to assist when unpacking projects (“Unpacking a project”, page 129).

How do I assign a dictionary to a customer?
1 Select Transit button | User preferences | Dictionary assignment:
2 Select the desired customer.
   - If the required name is not listed in the Customer column, click on the arrow under the last entry in the column or select the Add button. Transit displays a list which allows you to select from all possible customers.
   - Select the desired customer.
   - The name appears in the Customer column.
   - To assign a dictionary to all customers, use the entry always that is displayed in the first line of the column.

3 To assign a dictionary, click on the arrow at the right-hand end of the highlighted line, under the Dictionaries column.
   Transit displays a list containing the names of all the dictionaries and their associated databases.

4 Assign the required dictionaries to the customer by clicking on them in the corresponding dropdown list. Clicking on a dictionary again deselects it. You can tell which dictionaries are currently selected by the checkmark at the start of the line.
   In the line of each customer, Transit shows all the dictionaries which have been assigned to them, and after the name of each dictionary, the name of the associated database is given in brackets.

5 Click on an entry and select Delete to delete it from the list.
   Transit displays the following message:
   Do you really want to delete the customer <customer name>? 

6 Select Yes to delete the entry.
   Transit deletes the selected entry.

7 Confirm your settings:
   - Click on OK to confirm the changes and close the User preferences window.
   - Click on Save to confirm the settings without closing the window. This allows you to make further changes to the user preferences.
User preferences for terminology search

In the user preferences, you can define how and which folders to search for terminology. You can also determine how terms are displayed in the language pair and the Terminology window.

How do I configure the user preferences for Terminology search?

1. Select Transit button | User preferences | Terminology search:

2. In the Search type section, you can specify how to search for terminology:
   - **Morphology-based**: Transit carries out a morphological search which means that during search for dictionary entries all inflected forms of a search term (i.e. declined or conjugated forms) are taken into account.
   - **Exact matches only**: Transit performs a search for terms which match the search term precisely. This option disables morphological search; the option **Morphology-based** is deselected.
   - **Match case – Ignore**: Transit ignores differences in case.
   - **Match case – Match, but ignore for 1st character**: Transit ignores a difference in the case of the first character.
   - **Match case – Match**: Transit pays attention to differences in case.
   - **Regard formatted strings from the working folder**: Transit searches the working folder for terms containing formatting information, for example,
italic, bold or underline and displays the source-language term and its translation in the Terminology window.

To distinguish these terminology suggestions from found dictionary entries in the Terminology window, they are not marked yellow, but blue.

- **Regard formatted strings from the reference material**: Transit also searches the reference material for terms containing formatting information, for example, italic, bold or underline.

To distinguish these terminology suggestions from found dictionary entries in the Terminology window, they are not marked yellow, but blue.

- **Source language: Regard disallowed terms**: When background scanning for dictionary entries and performing the terminology check, Transit also takes into account data records that contain the term used in the source language as a disallowed term.

In case of documents using incorrect terminology we recommend to use this option. This allows you to take into account the terminology quality of the documents to be translated and optimise the terminology check.

In case of documents using correct terminology we recommend not to use this option.

3 In the section **Highlight in language pair**, you can specify which terms should be highlighted in colour in the language pair.

Source language terms:
- **all**: All source language terms are highlighted.
- **if target language exists**: A source language term will be highlighted only if it has a target language term in the dictionary.
- **if target language is missing**: A source language term will be highlighted only if no target language term exits.

Target language terms:
- **Highlight used terms**: A target language term will be highlighted if it is 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.

4 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**: A term will be displayed only if there is a translation for it in the currently selected language.
5  Confirm your settings:
   – Click on OK to confirm the changes and close the User preferences window.
   – Click on Save to confirm the settings without closing the window. This allows you to make further changes to the user preferences.

User preferences for Editor MT

In the user preferences you can specify – independent of a project – if you want to use Editor MT. It allows you to manually or automatically request MT suggestions from online providers via the Transit editor.

Privacy policies, costs and quality when using machine translation

If you use machine translation, please note the information on “Privacy policies, costs and quality when using machine translation”, page 3.

How do I configure the user preferences for Editor MT?

1  Select Transit button | User preferences | Machine translation:

2  Specify the desired settings:
Allow Editor MT (request MT suggestions via context menu): Here you can turn the use of Editor MT on or off. It allows you to request MT suggestions using the context menu of the Transit editor.

- **Ask before data is sent**
  
  Here you specify when Transit should ask you to confirm explicitly to send data to the MT system:
  
  **Never**, **Once per project** or **Every time**

In the overview below all MT systems supported for use in the Transit editor are listed.

- The **Status** column displays whether the respective MT system can be used or not:
  
  **configured**: The MT system can be used.
  
  **not configured**: The MT system needs to be configured, i.e. the API key must be entered.

- **Button**: Transit displays a window allowing you to enter the API key for using the respective MT system.

- In the **Use** column, you can turn the use of an MT system on and off. Transit can only use one MT system at the time.

- **Automatically request MT suggestions**
  
  Here you can turn on and off if Transit should automatically request MT suggestions for segments for which there are only fuzzy matches at a low quality:

  **Only for segments with fuzzy matches lower than (%)**: Here you specify the quality of the fuzzy matches (in percent) below which Transit should automatically request an MT suggestions for a segment.

  **Only for segments with at least (words)**: Here you can specify that the segments should have a specified minimum length (i.e. segments that are too short are not sent).

  **Only for segments with not more than (words)**: Here you can specify that the segments should have a specified maximum length (i.e. segments that are too long are not sent).

- **Ask before data is automatically sent**: Here you specify when Transit should ask you to confirm explicitly to send data automatically to the MT system:
  
  **Never** or **Once per project**
Folder selection  In the user preferences, Transit lists a default folder for all path prompts. For each individual action that is associated with a prompt of this kind, you can choose from the following folder types:

- My Documents folder (Windows)
- Projects folder (Transit)
- Working folder
- User-defined folder
- Last used folder
- Users folder (Transit)
- db folder (Transit)

How do I change the default folder selections?

1. Select Transit button | User preferences | Folder selection:

Transit shows a list of all possible actions in the Activity column.

2. Decide on the action for which you wish to change the default folder.

3. You can see the folder type that is currently set for this action in the relevant row of the Folders column.

4. Click on the arrow to the right of the specified folder type.
Transit displays a list of the available folder types.

5 Select the required folder type.
- If you wish to specify a path manually, select the folder type **User-defined folder** and then click on the square button which has appeared at the right-hand end of the selected row.
  
  Transit displays the **Select folder** window.
  
  Navigate to the required folder and confirm by clicking **OK**.
- If you select another folder type, the path in the **Path** column is predetermined.

6 Confirm your settings:
- Click on **OK** to confirm the changes and close the **User preferences** window.
- Click on **Save** to confirm the settings without closing the window. This allows you to make further changes to the user preferences.

### Specifying how Transit should paste text in the editor

You can specify how Transit should paste text:

▲ **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 uncheck 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 189).

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 uncheck 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/deactivating automatic keyboard-layout switching

You may have defined several so-called input languages in Windows to make it possible to enter text in different languages using the respective keyboard layout. By default, Transit automatically switches to the appropriate keyboard layout for each window and each dictionary entry (⇒ “Selecting the keyboard layout”, page 222).

You can specify whether Transit should automatically switch keyboard layouts.

Information is only applicable if several input languages are installed

This setting only has an effect if you have installed several input languages: Transit can only switch between languages that you have added.

How do I specify whether Transit should use automatic keyboard-layout switching?

1. Select the **Edit** tab on the ribbon bar.
2. Select the setting for automatic keyboard-layout switching:
   - If you want Transit to automatically switch to the appropriate keyboard layout, select **Keyboard switch** in the ribbon-bar group **Miscellaneous**.

   If this setting is not selected, Transit will not change the keyboard layout automatically, even if you have installed several input languages. Section ⇒ “Selecting the keyboard layout”, page 222 contains information about switching between different keyboard layouts manually.

Activating backup save

Transit can automatically save backup files for your language pairs at selected intervals. If Transit is closed down unexpectedly and you were not able to save your language file beforehand, the following message is displayed the next time the program is launched:

Autosave backup file found..
Use the backup file of '...'?

You have two options:

▲ **Yes**: Transit will use the backup file, i.e. the version of the language file last saved automatically.

▲ **No**: Transit will use the old language file, i.e. the version of the language file you last saved manually.

**STOP**

BACKUP SAVE IS NOT INTENDED TO REPLACE SAVING MANUALLY

Backup save only serves as a backup and is only relevant if the program closes unexpectedly.

Even if you have activated this function, you must always save your language files when closing the language pair 'normally' so that you can access the changes you made at a later date.
How do I activate backup save?
1. With the language pairs open, select the **Edit** tab in the ribbon bar.
2. To switch on automatic backup, select the option **Backup copy** in the group **Miscellaneous** and specify the time interval after which a new automatic backup should be made.

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 the **Edit** tab in the ribbon bar.
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 on the downwards-pointing arrow on the right of the Quick Access Toolbar.
   Transit displays the **Customise Quick Access Toolbar** context menu:

   ![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** screen of the **User preferences** window:

On the **Quick Access Toolbar** screen of the **User preferences** window you have the following options to customise the Quick Access Toolbar:

- **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 on **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 on the function in the right-hand column and then on **Remove**.

- **To place the Quick Access Toolbar below the ribbon bar**, click on **Show Quick Access Toolbar below the Ribbon**.

- **To reset the Quick Access Toolbar to its default state**, click on the **Reset** button, under the right-hand column.

Click on **Save** to save the changes made to the user preferences. Then click **OK** to close the **User preferences** window.
Customising the Quick Access Toolbar

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** option from the context menu.
- If you want to change the location of the Quick Access Toolbar, you do this via the context menu as follows:

  If the Quick Access Toolbar is positioned above the ribbon bar, select **Place Quick Access Toolbar below the Ribbon** to move its location to below the ribbon bar.

  If the Quick Access Toolbar is positioned below the ribbon bar, select **Place Quick Access Toolbar above the Ribbon** to move its location to above the ribbon bar.

  Transit displays the Quick Access Toolbar in the position selected:

  ![Quick Access Toolbar below the ribbon bar](image)

  - Select the option **Minimise the Ribbon** to minimise the ribbon bar.

    Transit displays the ribbon bar as follows:

    ![Ribbon bar minimised](image)

How do I add a function to the Quick Access Toolbar directly?

1. Hover the mouse pointer directly over the function (in the ribbon bar) that you want to add to the Quick Access Toolbar and call up the context menu using the right mouse button.

   Transit displays the following context menu:

   ![Add to Quick Access Toolbar](image)

2. Click on the option **Add to Quick Access Toolbar**.

   Transit adds the function to the Quick Access Toolbar.
10 Customising the Transit working environment

How do I remove a function from the Quick Access Toolbar?

1. Hover the mouse pointer over the function in the Quick Access Toolbar which you want to remove and call up the context menu using the right mouse button. Transit displays the following context menu:

2. Click on the option **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 sort 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 sort 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** window.

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 the column-header row 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 sort 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 above and below the existing attribute indicate where the new attribute will be inserted if you release the left mouse button:

![Positioning a project attribute in the Group By Box]

7 Release the left mouse button to insert the **Source language** attribute as the second sort key.

In the Group By Box, **File type** is now displayed as the first sort key and **Source language** as the second sort key. The project attribute **Customer** has been reinserted into the column-header row.

8 Click on **OK** to save these settings or click on **Cancel** to retain the original settings.

### Settings available in the Project browser from the context menu

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 Open the context menu by hovering the mouse pointer over the column-header row and right-clicking on a project attribute.

Transit opens the Project-browser context menu.

<table>
<thead>
<tr>
<th>Option</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Columns</strong></td>
<td>Opens the list of available project attributes</td>
</tr>
<tr>
<td><strong>Sort Ascending</strong></td>
<td>Sorts the projects in ascending order</td>
</tr>
<tr>
<td><strong>Sort Descending</strong></td>
<td>Sorts the projects in descending order</td>
</tr>
<tr>
<td><strong>Group By…</strong></td>
<td>Groups the projects by the selected attribute</td>
</tr>
</tbody>
</table>

*Options in the Project-browser context menu*
10 Customising the Transit working environment

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** window.

2. Hover the mouse pointer over the column-header row and right-click.
   Transit displays the context menu:

   ![Project-browser context menu, project attributes list]

3. Click on the **Columns** option to open the project attributes list.
Customising the Project browser

Transit displays the list of available project attributes:

<table>
<thead>
<tr>
<th>Project attribute</th>
<th>Meaning/Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working folder</td>
<td>Path of the working folder, e.g. C:\Program Files\Transit NXT\Projects\NXT_Word</td>
</tr>
<tr>
<td>Source language</td>
<td>Source languages of the projects</td>
</tr>
<tr>
<td>User</td>
<td>Name of the user who created the project in question</td>
</tr>
<tr>
<td>Scope</td>
<td>Three scopes under which a project can be created (⇒ “Scopes in Transit”, page 27).:</td>
</tr>
<tr>
<td>File type</td>
<td>File type, e.g. MS Word f. Windows</td>
</tr>
<tr>
<td>Date created</td>
<td>Date on which the project was created</td>
</tr>
<tr>
<td>Comment</td>
<td>Any project comments which have been entered into the Administration tab of the Project settings window</td>
</tr>
<tr>
<td>Customer</td>
<td>Customer selected for the project during the creation phase</td>
</tr>
<tr>
<td>Latest change</td>
<td>Date of the last change made to the project</td>
</tr>
<tr>
<td>Last Language Pair</td>
<td>Last language pair worked on</td>
</tr>
<tr>
<td>Project</td>
<td>Project name</td>
</tr>
<tr>
<td>Project type</td>
<td>▲ Standard: Translation project</td>
</tr>
<tr>
<td></td>
<td>▲ Alignment: Alignment project (⇒ page 323)</td>
</tr>
<tr>
<td>Status</td>
<td>Project status: Any project status information which has been entered into the Administration tab of the Project settings window</td>
</tr>
<tr>
<td>Target language (last)</td>
<td>Last target language worked on</td>
</tr>
<tr>
<td>Target languages (all)</td>
<td>All target languages of a project</td>
</tr>
<tr>
<td>Target languages (selected)</td>
<td>Target languages selected via the filter or search functions</td>
</tr>
</tbody>
</table>

4 Using the left mouse button, click on the attribute you wish to display. Click on 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.

5 Continue configuring other settings in the context menu or close it by pressing the ESC key again.

6 Click on **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

Creating a new project template
You can also define project templates yourself in Transit according to your specific requirements. When you create a new project template, you can either create a template from scratch or base it on a default project template.

How do I create a project template via the ribbon bar?

1. Select **Project | Template | Create**.

Transit displays the Create project template window:

2. Select one of the following options to create a new project template:
   - **Create new template**: Select this option if you want to create a new template from scratch.
   - **Create new template based on template**: Select this option if you want to create a new template that is based on a default project template. Select the required default project template from the list.

Confirm your selection by clicking **OK**.
Transit displays the Save project template as window:
3 Specify how the new project template should be saved:

- **File name**: Enter the name of the project template here.
- **Scope**: Select the scope to which the project template should be assigned (⇒ “Scopes in Transit”, page 27).

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

Transit displays the **Project-template settings** window:

![Project-template settings window](image)

The name of the project template and the scope in brackets (e.g. Global) are also shown in the titlebar.
In addition to the project settings, the **Project-template settings** window also contains the **Wizard** tab:

4 In the **Wizard** tab, specify which steps should be considered when a new project is being created using this project template.

5 Make the required settings in the other tabs (☞ “Project settings”, page 84). Confirm the settings in each tab with **Apply**. Click **OK** to conclude the project-template creation process.
Deleting a project template

User-defined project templates can also be deleted. The project templates supplied with Transit, which are specific to particular document types, cannot be deleted.

How do I delete a project template via the ribbon bar?

1. Select Project | Template | Delete.

Transit displays the Delete project template window:

![Delete project template window](image)

The list displays all user-defined templates.

2. Select the project template which is to be deleted.

3. Click Delete.

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 39).

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, stored under scope Global. 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 stored under the scope Global.
   - To do this, select Project | Open.
     Transit opens the Project browser window.
   - Select the project default from the list.
     If Transit displays several projects of this name, select the default project stored under the Global scope.
   - Confirm your selection by clicking OK.
     Transit opens the default project.

2. Check the project settings (⇒ “Project settings”, page 84) 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 from the list.
     If Transit displays several projects of this name, select the default project stored 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 the immediately available to act as suggested settings for new projects.
Creating and customising 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
- Factors for pretranslation, fuzzy matches and internal repetitions
- Prices, currencies and basis for calculating the price

You can change existing report options (⇒ “Modifying existing report options”, page 397) or create new report options based on existing report options (⇒ “Creating new report options”, page 395). 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.

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 Transit report manager window:

   ![Transit report manager window]

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 on Define.
Customising the Transit working environment

3 Change the settings for the new report options:
   – Specifying the units (⇒ page 398)
   – Specifying factors for pretranslation, fuzzy matches and internal repetitions (⇒ page 400)
   – Specifying prices (⇒ page 404)

4 To create the new report options, click **Save as** to save them under a new name.

5 Enter the name and the scope for the new report options (⇒ “Scopes in Transit”, page 27).

6 Click **Save** to confirm the information entered.
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 **Transit report manager** window.

2. From the **Report options** list, select the report options you want to modify, and click on **Define**.
   Transit displays the **Report options** window:

3. Change the settings for the report options:
   - Specifying the units (☞ page 398)
   - Specifying factors for pretranslation, fuzzy matches and internal repetitions (☞ page 400)
   - Specifying prices (☞ page 404)

4. Click **Save** to save the changes to the report options.
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.

In the Units tab, 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 in the report options?

1. In the Report options window, select the Units tab.

   Please refer to “Modifying existing report options”, page 397 and “Creating new report options”, page 395 for information on how to get to the Report options window.

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 report options so you do not lose the changes:

- If you want to change the existing report options, click **Save** (⇒ “Modifying existing report options”, page 397).
- If you want to create new report options, click **Save as** (⇒ “Creating new report options”, page 395).

7 Close the **Report options** window by clicking **Close**.

Transit saves the report options and can use the settings for future reports.

---

**Specifying factors for pretranslation, fuzzy matches and internal repetitions**

In the **Report options** window, you can use the **Fuzzy/Repetition** tab to specify how pretranslations, fuzzy matches and internal repetitions are charged for each language.
In the **Fuzzy/Repetition** tab, you can specify the following:

▲ **Factors depending on the translation method**

You can specify a factor for charging for the different levels of pretranslation or fuzzy-match quality. You can specify different factors for the following levels:

- **Pretranslated**: Segments which Transit automatically pretranslated during import.
- **Check pretranslation**: Segments where Transit pretranslated the text and automatically updated markups and/or numbers.
- **100% match**: Segments which match the reference material perfectly, but which Transit has not pretranslated (e.g. if there are translation variants).

### Analyse 100% Matches as fuzzy matches

By deselecting the **100% Match** option you can specify that 100% matches are not analysed in the report separately but as part of the first fuzzy match range.

▲ **Fuzzy match**

- **xx% – yy% match**: segments for which Transit displays a fuzzy match with the relevant match quality.

  You can specify the percentage ranges by changing the lower percentage on the right. The percentage on the left of the next range is adjusted automatically.

- If you do not want to use all the percent ranges, you can deselect those which are not required. To do this, remove the check mark before the range in question.

  Example: you only want to take account of the percent ranges 99 – 95% and 94 – 85%.
To do this, select the first range and enter the value 95 on the right. Next select the second range and enter the value 85 on the right. Then deselect the third and fourth ranges:

Examples of factor settings (these values have been selected arbitrarily and are simply used to demonstrate how to enter the factors):

- The translator receives 10% of the 'normal' line price for a certain quality level: specify 0.10 as the factor.
- The translator receives 50% of the 'normal' line price for a certain quality level: specify 0.50 as the factor.
- The translator receives the full 'normal' line price for a certain quality level: specify 1.00 as the factor.

**Internal rep. count limit**

You can specify how many times identical segments must occur before being treated as 'internal repetitions'. Any occurrences exceeding this limit are not counted during the analysis.

It is also possible, as with fuzzy matches, to specify a factor for how much of the 'normal' line price will be charged for internal repetitions.

- Example (the values have been selected arbitrarily and are simply used to demonstrate what the value means):
  - A language file contains several, identical segments which Transit did not pretranslate during the import. The translator translates the first of these segments. The other segments are translated automatically by Transit as Transit also uses the current project as reference material.
  - For the purposes of the report, the first two identical segments should be counted, but all matching segments beyond this should not. In addition, the translator will get 40% of the 'normal' price per line for internal repetitions. Specify 2 as the count limit for internal repetitions. Transit will only
count the first repetition in the report. The third and all subsequent identical segments will not be counted any more by Transit. Under Repetitions (only in column view), set the value 0.40 for the factor.

Report settings for calculating internal repetitions
To enable Transit to calculate internal repetitions, it must have already determined the relevant figures during the import process. This is achieved by selecting the Regard internal repetitions option in the Report settings tab of the Project settings window (⇒ “Report settings’ project settings”, page 100).

How do I specify the factors for pretranslation, fuzzy matches and internal repetitions in the report options?

1 Select the Fuzzy/Repetition tab from the Report options window.

Please refer to sections ⇒ “Modifying existing report options”, page 397 and ⇒ “Creating new report options”, page 395 for information on how to get to the Report options window.

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:

   - Specify the percentage ranges in which various factors are to be taken into account.
     To do this, enter the desired percentage in the field left of % match.

   - Specify the factor for charging for the different levels of pretranslation or fuzzy matches.
     To do this, enter the desired factor in the field to the right of Pretranslated, Check pretranslation and 100% match.

   - Specify how many times identical segments must occur in a text before they are treated as internal repetitions and no longer have to be counted.
To do so, select the value required from the **Internal rep. count limit** list.

4. Save the report options so you do not lose the changes:
   - If you want to change the existing report options, click **Save** (⇒ “Modifying existing report options”, page 397).
   - If you want to create new report options, click **Save as** (⇒ “Creating new report options”, page 395).

5. Close the **Report options** window by clicking **Close**.

Transit saves the report options and can use the settings for future reports.

**Specifying prices**  
In the **Report options** window, you can use the **Prices** tab to specify the prices per unit per language and the expansion factor.

![Prices tab of the Report options window](image)

In the **Prices** tab, you can specify the following:

▲ **Calculate from**: 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 398).

▲ **Price per unit**: You can specify the price per unit. The unit Transit uses is the unit selected in the 'Calculate from' field.

▲ **Currency**: You can specify the currency on which your calculation is based. Transit displays the currency in the reports.

▲ **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 (the values have been chosen arbitrarily and are simply used to demonstrate what the expansion factor means):
     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 take this into account, set the expansion factor to 1.25.

How do I specify the prices in the report options?

1 In the Report options window, select the Prices tab.

   Please refer to sections “Modifying existing report options”, page 397 and “Creating new report options”, page 395 for information on how to get to the Report options window.

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 report options so you do not lose the changes:

   – If you want to change the existing report options, click Save (“Modifying existing report options”, page 397).
   – If you want to create new report options, click Save as (“Creating new report options”, page 395).

5 Close the Report options window by clicking Close.
Transit saves the report options and can use the settings for future reports.

## Customising font mappings

### Editing a font mapping

1. **How do I open and edit an existing font mapping?**
   
   Select the desired font mapping from the list and click on **Edit**.
   
   Transit displays the **Font mapping** window:

   ![Font mapping window](image)

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:

   ![Font mapping table](image)

   *A missing font mapping for a particular font*

   If no mapping table yet exists for the selected target language, Transit will now create one.
Customising font mappings

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 stored in the working folder.

To map the fonts to the selected target language, click on 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 computer:

![Dropdown list of fonts](image)

From the list, 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 on **Yes** to save the changes. If you want to discard these changes, click on **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?**

1. Select a font mapping from **Font mapping** to act as a template, and click on **Edit**.

   Transit displays the **Font mapping** window. The font mapping you have just selected appears under **Select font mapping**.

2. Click on **Save as** to save the font mapping under a different name.
3 For **Scope**, select the scope under which you want to save the new font mapping (⇒ “Scopes in Transit”, page 27).

4 For **Filename**, enter a name for the new font mapping, e.g. **STAR_AG**.

5 Click on **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 406 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 computer. You can also add fonts to this list which do not exist on your computer 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:

<table>
<thead>
<tr>
<th>Source language</th>
<th>Target language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference segment</td>
<td>Modell Rabe ist wesentlich verbessert.</td>
</tr>
<tr>
<td>Current segment</td>
<td>Modell Luna ist wesentlich verbessert.</td>
</tr>
</tbody>
</table>

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 accuracy of this updated segment can then be checked by the translator. 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 2, page 49).

You can also change the settings at a later stage (Project | Administration | Settings, Pretranslation tab (⇒ “Changing the project settings”, page 56).
How do I create a new pretranslation exception?

1. In order to create a new pretranslation exception from scratch, click on 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:

3. Click Add to add a new exception.
Transit displays the Enter a regular expression 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.
Creating and customising pretranslation exceptions

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 on Edit. Transit displays the Enter a regular expression window, containing the expression.
4. Change the expression as explained in Step 4, page 410.
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 202). 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 215).

▲ Changing the appearance of the language pair (☞ page 412)

▲ Changing the appearance of segments and info column (☞ page 414)

▲ Changing how the segment markers are displayed (☞ page 416)

▲ Specifying how markups are displayed (☞ page 417)

▲ Determining the appearance of text (☞ page 419)

▲ Defining the layout for the Terminology window (☞ page 420)

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 226 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 346).

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 on 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 on 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: If you move to the next segment to be translated, with the shortcut ALT+INS, Transit will automatically move the window contents in such a way that the active segment is always located 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 window which is not active 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.
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 416):

△ Background colour: to help you find your way around more 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 (⇒ “Specifying the font and colours displayed by the editor”, page 353).

△ 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 on 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.

- This option works only for segment filters that filter for segment information or segments with context-based pretranslation.
- **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 on 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.
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 159).

#### 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 437).
  
  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 on 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 program 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 29.

### 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">`<br>`<index>`<br>`<img alt="STAR company logo" src="logo.gif">`

- **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
10 Customising the Transit working environment

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 can display markups in numerical form using so-called markup IDs (⇒ “Working with markup IDs”, page 178).

▲ Display markup IDs with type
Transit display the markup type additionally to the markup ID (⇒ “Displaying the markup type directly in the segment”, page 180).

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 on 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 on 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 on 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 program 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 29.

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 the special character in the active editor pane.

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 on 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
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. These layouts have the same structure as those used for TermStar dictionaries. Please refer to the Transit/TermStar Reference Guide for information about how to create and edit dictionary layouts.

How do I switch layout?

1. With the Transit editor open, select the View tab on the ribbon bar.
2. Click on 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.

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 on 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 421).

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:
Customising the Transit working environment

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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.

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 422). 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?

Move the mouse pointer to the area to the right of the resource bar (or alternatively to the titlebar of an already opened tool window) and open the context menu by clicking the right mouse button.
Move the mouse pointer to the icon of the desired tool and click on it to confirm your choice.

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 421).

- 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 424). 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 421).
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 422) 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:

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 421).

5 If you want to retain this particular configuration, you can save it under Windows | Manage windows (⇒ “Managing window layouts”, page 427).

Working with views

Overview Transit comes with the ability to save the Transit-editor settings as an editor view (⇒ “Customising the Transit editor”, page 412).

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 426).

When you select a user role, Transit initially selects the matching default view (⇒ “User roles”, page 345). 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 426).

▲ 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 426).
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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 346).

**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 on the **Transit view** dropdown list in the **Manage views** group.

   Transit displays a list of all the possible views:

   ![Transit view dropdown list]

   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 412.

   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 on 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 windows 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 31 for information about selecting and arranging the tools.

When you select a user role, Transit initially displays the relevant default layout ( ⇒ “User roles”, page 345). You have the following options for further modifying the layout:

- **Switch window layout**

  You can switch layouts at any time to provide the optimum display for whatever you are currently using Transit for ( ⇒ “Switching editor views”, page 426).
Modify a window layout

You can set up your own window layout or modify existing layouts. Window layouts can also be saved or deleted ("Modifying and managing editor views", page 426).

Switching window layout

You can switch between the twelve default window layouts and any layouts you have created yourself, as desired.

How do I switch between window layouts?

1 Select the Windows tab on the ribbon bar.
2 Click on the Window layout dropdown in the Manage windows ribbon-bar group.

Transit displays a list of all the possible window layouts:

3 Select the desired layout.

Transit will use the window layout selected.

Modifying and managing window layouts

You can save these settings over an existing window layout (including the default layouts) or save them as a new, user-defined layout. The latter can be deleted, but the default window layouts cannot.

How do I save my current window layout?

1 Arrange the tools according to your requirements, as described in "The Transit toolbar", page 31.
2 Select the Windows tab on the ribbon bar.

The Window layout dropdown in the Manage windows ribbon-bar group still displays the name of the window layout that was last selected or saved, even though your layout has changed as you followed the previous steps. This current window layout has not yet been saved. To return to the previously selected or saved window layout and discard the current layout, select Windows | Manage windows | Reset. If you have selected a default layout, this will restore its original settings.
To save the current, but as yet unsaved window layout, you have two options:

- To save the modified window layout under the name displayed in the Window layout dropdown list, select Windows | Manage windows | Save.
- To save the modified window layout under a new name, select Windows | Manage windows | Save as.

Transit saves the current window layout under the name you enter.

**How do I delete a user-defined window layout?**

1. Select the Windows tab on the ribbon bar.
2. Click on the Window layout dropdown in the Manage windows ribbon-bar group.
   Transit displays a list of all the possible window layouts.
3. Select the desired layout.
4. Select Windows | Manage windows | Delete.
   Transit displays the following message:
   Do you really want to delete the window layout <Window-layout name>?
5. Decide whether 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 430).

Transit is supplied with four default dictionary views that have proven to be useful in our experience. An overview of these views is provided in the ⇒ TermStar User Guide.

When you select a user role, Transit initially selects the relevant default view (⇒ “User roles”, page 345). 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 430).
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 quickly and easily create an individual view from existing page layouts (⇒ “Modifying and managing dictionary views”, page 431).
- 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 431).

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 appears 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 on 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 on 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 ("Creating reference material by using alignment", page 322).

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.

<table>
<thead>
<tr>
<th>Option</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Use internal word list</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Use project dictionaries</strong></td>
<td>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 has been added to the current dictionary, it searches for the translation of the term in the target-language segment.</td>
</tr>
<tr>
<td><strong>Resource files mode (with comparison of markup segments)</strong></td>
<td>Transit compares markup segments during alignment, instead of text segments. Use this option when aligning files with string IDs, perhaps for localisation projects.</td>
</tr>
</tbody>
</table>
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.

Tip: Change coefficients in exceptional circumstances only

We supply the coefficients with values which have proven themselves in years of practice at STAR. We recommend you take advantage of our experience and only change the values we specified in exceptional circumstances.

The coefficients can be specified under Alignment | Alignment | Settings, Coefficients tab:

When you confirm the changes with OK, the modified weightings are saved automatically.

<table>
<thead>
<tr>
<th>Coefficients</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structure information</td>
<td>Structure of the segments, such as a heading, list or paragraph in a table</td>
</tr>
<tr>
<td>Font information</td>
<td>Text formatting in the segments</td>
</tr>
<tr>
<td>Deletable markups</td>
<td>Markups which occur in the segments and can be deleted (e.g. the &lt;b&gt; and &lt;/b&gt; markups for bold)</td>
</tr>
<tr>
<td>Non-deletable markups</td>
<td>Markups which occur in the segments and cannot be deleted</td>
</tr>
<tr>
<td>Indexes, wildcards</td>
<td>Placeholders for index entries, cross-references etc.</td>
</tr>
<tr>
<td>Fields, variables</td>
<td>Fields and variables which occur in the segments</td>
</tr>
<tr>
<td>Special characters</td>
<td>Special characters which occur in the segments (e.g. ™, © or ®)</td>
</tr>
</tbody>
</table>

Weighting of markups for the alignment
<table>
<thead>
<tr>
<th>Coefficients</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unchanged words</td>
<td>Words which are not translated (e.g. product names or geographical designations)</td>
</tr>
</tbody>
</table>
| Translated words | Translation of source-language words which occur in the segments:  
  ▶ 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.)*
Transit editor

Information in the status bar

When you work on a language pair, the status bar provides you with the following information:

- 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. rep., 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, ⇒ “Working with segment statuses”, page 200)
- 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:

- Terminology: definition only
- German -> English (UK)
- Transit NXT-Focus (TermBar NAT)
- Übersetzungsextakt

Status bar: Information when searching the project dictionaries
Transit editor

▲ 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.

<table>
<thead>
<tr>
<th>Status indicator</th>
<th>Example</th>
<th>Explanation</th>
</tr>
</thead>
</table>
| No status indicator | <<2410>> | ▲ Segment is not translated
| &nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&nbsp;&n

Displaying the segment status with the segment marker
Displayed abbreviations for markup type

Transit displays the markup types using the following abbreviations:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDX</td>
<td>Index marker</td>
</tr>
<tr>
<td>FLD</td>
<td>Field</td>
</tr>
</tbody>
</table>

Abbreviations for markup types
The PDF viewer is only available for the following file types:

- FrameMaker
- InDesign
- QuarkXPress
- Word
- RTF
- PowerPoint
- Visio

The Multimedia viewer supports the following formats:

- Windows Bitmap (*.bmp)
- Multipage Paintbrush (*.dcx)
- Drawing Interchange Format (*.dxf)
- Encapsulated PostScript (*.eps)
- Kodak FlashPix (*.fpx)
- IBM Linkway (*.fpx)
- Graphics Interchange Format (*.gif)
- GEM Paint (*.img)
- Joint Photographic Experts Group, JPEG (*.jpg)
- JPEG 2000 (*.jp2)
Appendix

- 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

The following table details the options for checking the modification of decimal and thousands delimiters:

<table>
<thead>
<tr>
<th>Option</th>
<th>Source language</th>
<th>Target language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not check</td>
<td>Transit <em>does not</em> check decimal and thousand delimiters, i.e. it ignores any differences.</td>
<td></td>
</tr>
<tr>
<td>Unchanged</td>
<td>Decimal delimiters should be the same in source and target languages.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thousand delimiters should be the same in source and target languages.</td>
<td></td>
</tr>
<tr>
<td>Dot to comma</td>
<td>Decimal point</td>
<td>Decimal comma</td>
</tr>
<tr>
<td></td>
<td>Example: 3.5</td>
<td>Example: 3.5</td>
</tr>
<tr>
<td></td>
<td>Dot as thousand delimiter</td>
<td>Comma as thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2.004</td>
<td>Example: 2.004</td>
</tr>
<tr>
<td>Comma to dot</td>
<td>Decimal comma</td>
<td>Decimal point</td>
</tr>
<tr>
<td></td>
<td>Example: 3.5</td>
<td>Example: 3.5</td>
</tr>
<tr>
<td></td>
<td>Comma as thousand delimiter</td>
<td>Dot as thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2.004</td>
<td>2.004</td>
</tr>
</tbody>
</table>

Options for checking decimal and thousand delimiters

The following options are available only for the thousand delimiter:

<table>
<thead>
<tr>
<th>Option</th>
<th>Source language</th>
<th>Target language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do not check</td>
<td>Transit <em>does not</em> check decimal and thousand delimiters, i.e. it ignores any differences.</td>
<td></td>
</tr>
<tr>
<td>Unchanged</td>
<td>Decimal delimiters should be the same in source and target languages.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thousand delimiters should be the same in source and target languages.</td>
<td></td>
</tr>
<tr>
<td>Dot to comma</td>
<td>Decimal point</td>
<td>Decimal comma</td>
</tr>
<tr>
<td></td>
<td>Example: 3.5</td>
<td>Example: 3.5</td>
</tr>
<tr>
<td></td>
<td>Dot as thousand delimiter</td>
<td>Comma as thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2.004</td>
<td>Example: 2.004</td>
</tr>
<tr>
<td>Comma to dot</td>
<td>Decimal comma</td>
<td>Decimal point</td>
</tr>
<tr>
<td></td>
<td>Example: 3.5</td>
<td>Example: 3.5</td>
</tr>
<tr>
<td></td>
<td>Comma as thousand delimiter</td>
<td>Dot as thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2.004</td>
<td>2.004</td>
</tr>
</tbody>
</table>

Additional options for checking thousand delimiters
<table>
<thead>
<tr>
<th>Option</th>
<th>Source language</th>
<th>Target language</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following options are available only for the thousand delimiter:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dot to space</td>
<td>Dot as thousand delimiter</td>
<td>Space as thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2.004</td>
<td>Example: 2 004</td>
</tr>
<tr>
<td>Space to dot</td>
<td>Space as thousand delimiter</td>
<td>Dot as thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2 004</td>
<td>Example: 2.004</td>
</tr>
<tr>
<td>Comma to space</td>
<td>Comma as thousand delimiter</td>
<td>Space as thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2,004</td>
<td>Example: 2 004</td>
</tr>
<tr>
<td>Space to comma</td>
<td>Space as thousand delimiter</td>
<td>Comma as thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2,004</td>
<td>Example: 2,004</td>
</tr>
<tr>
<td>Dot deleted</td>
<td>Dot as thousand delimiter</td>
<td>No thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2.004</td>
<td>Example: 2004</td>
</tr>
<tr>
<td>Comma deleted</td>
<td>Comma as thousand delimiter</td>
<td>No thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2,004</td>
<td>Example: 2004</td>
</tr>
<tr>
<td>Space deleted</td>
<td>Space as thousand delimiter</td>
<td>No thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2 004</td>
<td>Example: 2004</td>
</tr>
<tr>
<td>Dot inserted</td>
<td>No thousand delimiter</td>
<td>Dot as thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2004</td>
<td>Example: 2.004</td>
</tr>
<tr>
<td>Comma inserted</td>
<td>No thousand delimiter</td>
<td>Comma as thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2004</td>
<td>Example: 2,004</td>
</tr>
<tr>
<td>Space inserted</td>
<td>No thousand delimiter</td>
<td>Space as thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2004</td>
<td>Example: 2,004</td>
</tr>
<tr>
<td>Apostrophe inserted</td>
<td>No thousand delimiter</td>
<td>Apostrophe as thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2004</td>
<td>Apostrophe as thousand delimiter</td>
</tr>
<tr>
<td>Apostrophe deleted</td>
<td>Apostrophe as thousand delimiter</td>
<td>No thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2’004</td>
<td>Example: 2004</td>
</tr>
<tr>
<td>Apostrophe to dot</td>
<td>Apostrophe as thousand delimiter</td>
<td>Dot as thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2’004</td>
<td>Example: 2.004</td>
</tr>
<tr>
<td>Apostrophe to comma</td>
<td>Apostrophe as thousand delimiter</td>
<td>Comma as thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2’004</td>
<td>Example: 2,004</td>
</tr>
<tr>
<td>Apostrophe to space</td>
<td>Apostrophe as thousand delimiter</td>
<td>Space as thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2’004</td>
<td>Example: 2 004</td>
</tr>
</tbody>
</table>

*Additional options for checking thousand delimiters (cont.)*
### Additional options for checking thousand delimiters (cont.)

<table>
<thead>
<tr>
<th>Option</th>
<th>Source language</th>
<th>Target language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dot to apostrophe</td>
<td>Dot as thousand delimiter</td>
<td>Apostrophe as thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2.004</td>
<td>Example: 2’004</td>
</tr>
<tr>
<td>Comma to apostrophe</td>
<td>Comma as thousand delimiter</td>
<td>Apostrophe as thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2,004</td>
<td>Example: 2’004</td>
</tr>
<tr>
<td>Space to apostrophe</td>
<td>Space as thousand delimiter</td>
<td>Apostrophe as thousand delimiter</td>
</tr>
<tr>
<td></td>
<td>Example: 2 004</td>
<td>Example: 2’004</td>
</tr>
</tbody>
</table>

### 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

**Statutes for the import report**

Transit distinguishes between the following statuses in the import report:

- **Pretranslated**
  Segments which Transit pretranslated automatically during import.

- **Check pretranslation**
  Segments which Transit pretranslated during import, but which still require checking.

- **xx% – yy%**
  Segments for which Transit will display a fuzzy match of the specified quality, during translation.

- **Not translated units**
  Segments which were neither fully pretranslated, nor pretranslated with modifications during import, and for which Transit will not display any fuzzy matches (of the above quality ranges) during translation.

**Statutes for the progress report**

Transit distinguishes between the following statuses in the progress report:

- **Not translated**
  All segments which have not yet been edited.

- **Check pretranslation**
  All segments which were assigned the status **Check pretranslation** during import.

- **Translated**
  - All segments which Transit automatically pretranslated.
  - All segments confirmed as translated by the user.

- **Spellchecked**
  All segments the user confirmed as **Spellchecked**.

- **Checked 1**
  All segments the user confirmed as **Checked 1**

- **Checked 2**
  All segments the user confirmed as **Checked 2**

**Statutes for the translation report**

Transit distinguishes between the following statuses in the translation report:

- **Not translated**
  All segments neither pretranslated by Transit nor translated by the user.

- **Pretranslated**
  All segments which Transit pretranslated automatically during import.
▲ Check pretranslation
  All segments which were pretranslated by Transit during import, but which must still be checked and confirmed by the user.
▲ Pretranslation checked
  All segments which were pretranslated by Transit during import, and which have been checked and confirmed by the user.
▲ Translated
  All segments which the user translated completely without the aid of a fuzzy match.
▲ 100%
  All translated segments for which there was a 100% fuzzy match.
▲ xx–yy%
  All translated segments for which there was a fuzzy match with the corresponding percentage.
## 12 Keyboard shortcuts

### General functions

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close file</td>
<td>CTRL+F4</td>
</tr>
<tr>
<td>Save file</td>
<td>CTRL+S</td>
</tr>
<tr>
<td>Save the file and exit Transit</td>
<td>ALT+F4</td>
</tr>
<tr>
<td>Delete the character at the cursor position</td>
<td>DEL</td>
</tr>
<tr>
<td>Find</td>
<td>CTRL+F</td>
</tr>
<tr>
<td>Find next</td>
<td>ALT+CTRL+Y</td>
</tr>
<tr>
<td>Replace</td>
<td>CTRL+H</td>
</tr>
<tr>
<td>Go to</td>
<td>CTRL+G</td>
</tr>
<tr>
<td>Print file</td>
<td>CTRL+P</td>
</tr>
<tr>
<td>Undo</td>
<td>ALT+BACKSPACE key</td>
</tr>
<tr>
<td>Close window</td>
<td>ESC</td>
</tr>
</tbody>
</table>

### Moving between windows

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back one open language pair</td>
<td>ALT+F7</td>
</tr>
<tr>
<td>Forward one open language pair</td>
<td>ALT+F8</td>
</tr>
<tr>
<td>Switch between the tabs</td>
<td>CTRL+Tab</td>
</tr>
<tr>
<td>Switch to the source-language pane</td>
<td>ALT+1</td>
</tr>
<tr>
<td>Switch to the target-language pane</td>
<td>ALT+2</td>
</tr>
<tr>
<td>Switch to the <strong>Terminology</strong> window</td>
<td>ALT+3</td>
</tr>
<tr>
<td>Switch to the <strong>Segment info</strong> window</td>
<td>ALT+4</td>
</tr>
<tr>
<td>Switch to the <strong>Source fuzzy</strong> window</td>
<td>ALT+5</td>
</tr>
<tr>
<td>Switch to the <strong>Target fuzzy</strong> window</td>
<td>ALT+6</td>
</tr>
<tr>
<td>Function</td>
<td>Shortcut</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Switch to the <strong>Markup</strong> window</td>
<td>ALT+7</td>
</tr>
<tr>
<td>Switch to the viewer that is assigned to the file format of the project (e.g. InDesign, PowerPoint --&gt; PDF viewer, HTML files --&gt; HTML viewer)</td>
<td>ALT+8</td>
</tr>
<tr>
<td>Switch to the <strong>File navigation</strong> window</td>
<td>ALT+9</td>
</tr>
</tbody>
</table>

Translating in the Transit editor

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm the active segment and assign new segment status.</td>
<td>ALT+INSERT</td>
</tr>
<tr>
<td>Move the cursor to the next segment to be processed and search for fuzzy matches there.</td>
<td></td>
</tr>
<tr>
<td>Search for fuzzy matches for the current segment</td>
<td>ALT+ENTER</td>
</tr>
<tr>
<td>Undo translation of current segment</td>
<td>CTRL+ALT+BACKSPACE key</td>
</tr>
<tr>
<td>Delete update marker</td>
<td></td>
</tr>
</tbody>
</table>
|                                                                          | In the target-language window or the fuzzy index window: AL

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            | ALN+MINUS (numeric keypad)         |
| Go to next segment with the status Check pretranslation                | ALN+PLUS (numeric keypad)          |
| Go to previous Not translated or Check pretranslation segment          | CTRL+ALT-MINUS (numeric keypad)    |
| 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)    |
12 Keyboard shortcuts

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to previous segment</td>
<td>SHIFT+CTRL+ALT+MINUS (numeric keypad)</td>
</tr>
<tr>
<td>Go to next segment</td>
<td>SHIFT+CTRL+ALT+PLUS (numeric keypad)</td>
</tr>
</tbody>
</table>

Transit – Translating in the Transit editor (cont.)

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additionally checks the markup order in the segments</td>
<td>SHIFT+Starting the format check or update of the error display</td>
</tr>
<tr>
<td>Additionally checks markups that were removed by selecting Empty &amp; next</td>
<td>CTRL+Starting the format check or update of the error display</td>
</tr>
</tbody>
</table>

Transit – Starting the format check / Updating the error display

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Switch between the tabs of the File navigation window</td>
<td>CTRL+PAGE-UP / PAGE-DOWN</td>
</tr>
<tr>
<td>Go to the next / previous not-ignored error</td>
<td>CTRL+DOWN ARROW / UP ARROW</td>
</tr>
<tr>
<td>Switch to segment containing an error in the target-language window</td>
<td>CTRL+RIGHT ARROW</td>
</tr>
<tr>
<td>Ignore errors</td>
<td>CTRL+I</td>
</tr>
<tr>
<td>Remove errors from list</td>
<td>CTRL+D</td>
</tr>
</tbody>
</table>

Transit – Working in the error display in the “File navigation” window

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace a word with its (first) translation from the dictionary</td>
<td>ALT+T</td>
</tr>
<tr>
<td>Replace a word with its (first) translation from the dictionary and change case</td>
<td>ALT+SHIFT+T</td>
</tr>
<tr>
<td>Select term to replace a word when there are several dictionary suggestions</td>
<td>ALT+K, &lt;letter&gt;</td>
</tr>
</tbody>
</table>

<Letter> here refers to the letter which is in front of the particular translation in the Terminology window.

Transit – Working with terminology
### Keyboard shortcuts

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a term to replace a word when there are several dictionary</td>
<td>ALT+K, SHIFT+&lt;letter&gt;</td>
</tr>
<tr>
<td>suggestions and change case</td>
<td>&lt;Letter&gt; here refers to the letter which appears before the desired translation in the Terminology window.</td>
</tr>
<tr>
<td>Insert a translation from the dictionary without replacing a word</td>
<td>ALT+G, &lt;letter&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;Letter&gt; here refers to the letter which appears before the desired translation in the Terminology window.</td>
</tr>
<tr>
<td>Insert translation from the dictionary, without replacing, and change</td>
<td>ALT+G, SHIFT+&lt;letter&gt;</td>
</tr>
<tr>
<td>case</td>
<td>&lt;Letter&gt; here refers to the letter which is in front of the particular translation in the Terminology window.</td>
</tr>
<tr>
<td>Switch to the Terminology window</td>
<td>ALT+3</td>
</tr>
</tbody>
</table>

*Transit – Working with terminology (cont.)*

### Moving the cursor

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move one character to the left</td>
<td>LEFT ARROW</td>
</tr>
<tr>
<td>Move one character to the right</td>
<td>RIGHT ARROW</td>
</tr>
<tr>
<td>Move one word to the left</td>
<td>CTRL+LEFT ARROW</td>
</tr>
<tr>
<td>Move one word to the right</td>
<td>CTRL+RIGHT ARROW</td>
</tr>
<tr>
<td>Go to start of segment</td>
<td>ALT+LEFT ARROW</td>
</tr>
<tr>
<td>Go to end of segment</td>
<td>ALT+RIGHT ARROW</td>
</tr>
<tr>
<td>Go to beginning of line</td>
<td>HOME</td>
</tr>
<tr>
<td>Go to end of line</td>
<td>END</td>
</tr>
<tr>
<td>Go to next segment</td>
<td>PLUS (numeric keypad)</td>
</tr>
<tr>
<td>Go to previous segment</td>
<td>MINUS (numeric keypad)</td>
</tr>
<tr>
<td>Move up one line</td>
<td>UP ARROW</td>
</tr>
<tr>
<td>Move down one line</td>
<td>DOWN ARROW</td>
</tr>
<tr>
<td>Insert/overwrite</td>
<td>INSERT</td>
</tr>
<tr>
<td>Go to first line of the file</td>
<td>CTRL+HOME</td>
</tr>
<tr>
<td>Go to last line of the file</td>
<td>CTRL+END</td>
</tr>
<tr>
<td>Go to first line in the active window pane</td>
<td>CTRL+PAGE UP</td>
</tr>
<tr>
<td>Go to last line in the active window pane</td>
<td>CTRL+PAGE DOWN</td>
</tr>
</tbody>
</table>

*Transit – Moving the cursor*
### Keyboard shortcuts

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to the previous screen</td>
<td>PAGE UP</td>
</tr>
<tr>
<td>Go to the next screen</td>
<td>PAGE DOWN</td>
</tr>
</tbody>
</table>

*Transit – Moving the cursor (cont.)*

#### Formatting text manually

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bold</td>
<td>CTRL+SHIFT+B</td>
</tr>
<tr>
<td>Italics</td>
<td>CTRL+SHIFT+I</td>
</tr>
<tr>
<td>Underline</td>
<td>CTRL+SHIFT+U</td>
</tr>
<tr>
<td>Subscript</td>
<td>CTRL+#</td>
</tr>
<tr>
<td>Superscript</td>
<td>CTRL+Plus</td>
</tr>
</tbody>
</table>

*Transit – Formatting text manually*

#### Selecting and editing text blocks

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highlight one character to the left of the cursor</td>
<td>SHIFT+LEFT ARROW</td>
</tr>
<tr>
<td>Highlight one character to the right of the cursor</td>
<td>SHIFT+RIGHT ARROW</td>
</tr>
<tr>
<td>Highlight to the beginning of a word</td>
<td>CTRL+SHIFT+LEFT ARROW</td>
</tr>
<tr>
<td>Highlight to the end of a word</td>
<td>CTRL+SHIFT+RIGHT ARROW</td>
</tr>
<tr>
<td>Highlight to the beginning of a line</td>
<td>SHIFT+HOME</td>
</tr>
<tr>
<td>Highlight to the end of a line</td>
<td>SHIFT+END</td>
</tr>
<tr>
<td>Highlight to the beginning of a segment</td>
<td>SHIFT+ALT+LEFT ARROW</td>
</tr>
<tr>
<td>Highlight to the end of a segment</td>
<td>SHIFT+ALT+RIGHT ARROW</td>
</tr>
<tr>
<td>Highlight to the beginning of a language pair</td>
<td>CTRL+SHIFT+HOME</td>
</tr>
<tr>
<td>Highlight to the end of a language pair</td>
<td>CTRL+SHIFT+END</td>
</tr>
<tr>
<td>Highlight one line up</td>
<td>SHIFT+UP ARROW</td>
</tr>
<tr>
<td>Highlight one line down</td>
<td>SHIFT+DOWN ARROW</td>
</tr>
<tr>
<td>Highlight one screen up</td>
<td>SHIFT+PAGE UP</td>
</tr>
<tr>
<td>Highlight one screen down</td>
<td>SHIFT+PAGE DOWN</td>
</tr>
<tr>
<td>Cut selected text</td>
<td>CTRL+X</td>
</tr>
<tr>
<td>Copy selected text</td>
<td>CTRL+C</td>
</tr>
<tr>
<td>Delete selected text</td>
<td>DEL</td>
</tr>
<tr>
<td>Paste selected text</td>
<td>CTRL+V</td>
</tr>
<tr>
<td>Change the case of the highlighted text</td>
<td>SHIFT+F3</td>
</tr>
</tbody>
</table>

*Transit – Selecting and editing text blocks*
**Keyboard shortcuts**

### Searching for comments

This keyboard shortcuts can be used in the **Segment info** window.

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments from the project manager:</td>
<td></td>
</tr>
<tr>
<td>▲ Previous comment</td>
<td>ALT+MINUS (numeric keypad)</td>
</tr>
<tr>
<td>▲ Next comment</td>
<td>ALT+PLUS (numeric keypad)</td>
</tr>
<tr>
<td>Comments from the translator or WebCheck reviewer:</td>
<td></td>
</tr>
<tr>
<td>▲ Previous comment</td>
<td>CTRL+MINUS (numeric keypad)</td>
</tr>
<tr>
<td>▲ Next comment</td>
<td>CTRL+PLUS (numeric keypad)</td>
</tr>
<tr>
<td>All comments:</td>
<td></td>
</tr>
<tr>
<td>▲ Previous comment</td>
<td>ALT+CTRL+MINUS (numeric keypad)</td>
</tr>
<tr>
<td>▲ Next comment</td>
<td>ALT+CTRL+PLUS (numeric keypad)</td>
</tr>
</tbody>
</table>

*Transit – Searching for comments*

### Alignment mode

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move the cursor to the next segment; segment numbers are synchronised</td>
<td>PLUS (numeric keypad)</td>
</tr>
<tr>
<td>Move the cursor to the previous segment; segment numbers are synchronised</td>
<td>MINUS (numeric keypad)</td>
</tr>
<tr>
<td>Move the cursor to the next segment which has a change proposal; alignment/change proposals are synchronised</td>
<td>CTRL+PLUS (numeric keypad)</td>
</tr>
<tr>
<td>Move the cursor to the previous segment which has a change proposal; alignment/change proposals are synchronised</td>
<td>CTRL-Minus (numeric keypad)</td>
</tr>
<tr>
<td>Move the cursor to the next segment which has the set alignment probability or lower; alignment/change proposals are synchronised</td>
<td>ALT+PLUS (numeric keypad)</td>
</tr>
<tr>
<td>Move the cursor to the previous segment which has the set alignment probability or lower; alignment/change proposals are synchronised</td>
<td>ALT-Minus (numeric keypad)</td>
</tr>
<tr>
<td>Move segment</td>
<td>ALT+right-click</td>
</tr>
<tr>
<td>Completely delete a segment</td>
<td>ALT+DEL</td>
</tr>
</tbody>
</table>