Wordfast Pro 4 – Workflow & Features

Wordfast Pro 4 Beginners
10/9/15 – Rev.107

Quote

Quick Tools

- Open file with native program
  - Competent?
  - Word count?
  - Save to quote folder
- Shortcut Alt+W
  - Quicktools View
- Add TM(s)
  - Choose client TM
  - If new client, choose field TM
- Options

Options
- ☑ Fuzzy Match Threshold [75] % Matches
- ☐ Copy All Tags
- ☐ Copy Source On No Match
- ☐ Create TXLF Files
- TXLF Files Location: [   ] Browse...

Report Settings
Calculate analysis report percentage by:
- ◉ Words
- ○ Segments
- ☑ Calculate Internal Fuzzy Matches [75] % Matches
  - ☐ Include Internal Fuzzy Matches on TM Matches
- [report summary ▾] [   ] Browse...

Analyze
- Summary
  - But also CSV, HTML, PDF, EXCEL

Pre-translation

Create Advanced Project — Accept?

New Client
- Project Details
  - Project Name
    - Must be unique
    - YYMMDD Client-EndClient FIELD - Short description
  - ☑ Create New Project
  - Location ../Projects
- Language Selection
  - Choose Language AND (Locale)
  - ⚠ Verify TMs sent by clients
- Add Source Files
  - Drag and drop
  - ☑ Analyze documents
- Select TMs
  - Create
    - Name — client-endclient_FIELD_ssll_ttll
    - Location — ../TMs
  - Add Local
    - ? Field TM — ftm_FIELD_ssll-ttll
  - Add Remote
    - Paste URL from client
      - TM Server
      - WF Server
    - Test
  - ☑ Pre-translate TXLF files
- Select Glossaries
  - Create
    - Name — client-endclient_FIELD_ssll_ttll
    - Location — ../Glossaries
  - Add Local
    - ? Field Glossary — fg_FIELD_ssll-ttll
    - ? Other client glossary
  - Add Remote
    - Paste URL from client
      - TM Server
      - WF Server
    - Test
- Add References
  - Style guides, etc.

Client Exists
- Project Details
  - Project Name — YYMMDD Client-EndClient FIELD - Short description
  - ☑ Create Project based on a Project from list
    - Selects Project settings
    - Selects Project linguistic assets
  - Location ../Projects
- Add Source Files
  - Drag and drop
  - ☑ Analyze documents
- Add References
  - Style guides, etc.