Exercise 4 – Instructions

1. Client is Apextra.
2. Create a project.
   1. Reuse an existing project.
   2. Choose previous Apextra project.
3. Add the source file (04 WF Long.doc).
4. Create and open the project.
5. In the **Current Project** view, under the *Project Files* tab, click on the *Analyze* icon.
6. Check the following options:
   1. File
   2. TM
   3. Pre-translate 100% and sub-selection:
      1. Do nothing
   4. Calculate analysis percentage by Words
   5. Calculate internal fuzzy matches
   6. Lock segments with 100% matches
   7. Show report summary only
7. Click on *Analyze*.
8. STOP AND WAIT!
9. Open the TXLF file.
10. Apply the filter “All except 100% and in-context match segments.”
11. Translate
    1. Perform TM Lookup
    2. Add note
    3. Unconfirm a segment
12. Transcheck
13. Revision
14. Proofread
15. Project Cleanup