
▪ **TRADOS WinAlign**
The Visual Alignment Tool

User's Guide

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▪ **TRADOS GmbH**

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1. Introduction

Thank you very much for your decision to purchase WinAlign, the visual alignment tool from [®]TRADOS.

[®]TRADOS WinAlign sets new standards for the synchronisation of documents with their translations. For the first time, interactive alignment has been combined with the newest technologies and an intuitive, ergonomic user interface, allowing you to attain alignments of the highest quality.

1.1 What is Alignment?

Many translation departments and services possess a valuable treasure, sometimes without even knowing it. We're referring to the translation material from previous projects. With WinAlign it is possible to prepare this text in such a way that it can be re-used by the Translator's Workbench, the proven translation memory system from [®]TRADOS. WinAlign examines the source- and target-language texts to determine which sentence pairs belong together, and creates a file for re-use by the Workbench. This allows you to recover the treasure of existing translations and to "recycle" it in future projects.

1.2 What's New in WinAlign?

To achieve optimal alignment results, [®]TRADOS WinAlign combines proven functionality with a completely new kind of alignment technology.

1.2.1 Structure Recognition

When linking source and target texts, WinAlign makes use of the fact that documents are usually structured and divided into various sections. For example, when a document is created in Microsoft Word or another word processor, it generally contains structural elements identified with style names. It is very probable that the chapter title identified with the "Heading 1" style has the same formatting in the translated text as in the source. Other text formats like SGML/HTML, FrameMaker, Interleaf, and Ventura use tags for this purpose. WinAlign knows how to use this information: it creates a "structure tree" for the source and target documents, and allows you to interactively influence how this tree is built. Even when the document pairs do not have a clear structure, WinAlign can use font sizes and paragraph numbering to perform structure recognition.

1.2.2 Identifying Segment Pairs

Once this structure has been determined, WinAlign begins linking the individual segments. A "segment" is a sentence, title, footnote, table cell, list element, caption, or any other textual unit that WinAlign identifies with its advanced segmentation rules. The program weighs every imaginable hint that it can glean from the source and target texts to create the most accurate segment alignments possible. Both context-related and content-related characteristics are taken into consideration. It doesn't matter whether your text contains index entries, footnotes, proper

names, numbers, dates, formatting, or tags—WinAlign analyses them all. Of course, you can use WinAlign’s “tuning” options to determine how much importance should be placed on these source and target text elements during the alignment.

A particularly interesting additional feature is the possibility of telling WinAlign whether the documents you are aligning were translated freely or in a more literal manner. The freer the translation, the more possibilities for segment assignment WinAlign considers. The user can also help optimise the alignment by supplying project-specific abbreviation and terminology lists. WinAlign’s approach to alignment allows it to achieve a level of precision in identifying matching segment pairs never before attained by other alignment tools.

1.2.3 The Alignment Editor

Once the first alignment run is finished, WinAlign presents the user with the alignment results in an ergonomic alignment editor specially developed for post-processing alignments. Here, you can manipulate the segment pairs suggested by WinAlign in every conceivable fashion. For example, you can combine them, reassign them, delete them, or even change their content to correct typing mistakes. As you already know from [®]TRADOS tools, to make sure the content is clear, the text is displayed with all its formatting intact—in WYSIWYG fashion, that is, just as you are accustomed to seeing it in your word processor. This makes it easy, for example, to visually match a source segment containing a bold word with its target-language equivalent.

In addition to letting you adjust segment pairs, the alignment editor also displays the overall outline of the documents in a tree diagram. You can of course reassign text blocks at this level as well.

1.2.4 “Incremental” Alignment

WinAlign learns as it goes. As soon as you make corrections and start a new alignment, WinAlign takes all your new assignments into account and arrives at an even more precise alignment than the first time. If necessary, you can make further improvements and start the alignment again, moving ever closer to a perfect result. This iterative process is also called “incremental” alignment. Of course, it is up to you to decide whether multiple alignment passes are even necessary. The alignment of a precisely-translated manual, for example, will only require minimal editing, so that you may well achieve the desired results in only one pass. On the other hand, if the structure of the translation was significantly altered from the original, or if the text was very freely translated, you can greatly help the alignment by making a few critical corrections and adjusting the tuning options. As you make adjustments, you simply re-run the alignment until you are completely satisfied with the results.

1.2.5 Project Management

In spite of WinAlign’s extensive flexibility and power, you are always on top of your project thanks to the program’s functional, well-laid-out project dialog. At any time, you can add new files to your project, call up information on files, check the overall status of the alignment, make adjustments to the tuning options, change the structure recognition settings, customise how segments are displayed, and much more. Of course, you can also save your intermediate results so that larger alignment projects can easily be managed across multiple sessions.

1.2.6 Transferring Alignment Results to the [®]TRADOS Translator’s Workbench

When you are satisfied with your alignment, all that remains is for WinAlign to pass on the results to the [®]TRADOS Translator’s Workbench, the standard of translation memory systems. Nothing could be easier: you simply determine which additional information (project attributes, names, dates, and so on) should be generated, and WinAlign does the rest. It creates the import format for the Translator’s Workbench so that from that point forward you can directly access your legacy translations.

1.2.7 Supported Languages and Formats

WinAlign is based on UNICODE. This makes even “exotic” alignment projects possible, for example German-Japanese or Turkish-Russian. WinAlign supports all languages supported by Windows NT and Windows 95.

On the formatting side, WinAlign handles RTF (including Word 97's), online Help (RTF- and HTML-based), SGML/HTML, and, with the appropriate version of S-Tagger, FrameMaker and Interleaf. In addition, WinAlign supports all the other tagged formats that Workbench handles (PageMaker, Ventura, and so on).

1.3 About This Manual

This User's Guide has been written to help you learn to use WinAlign in your daily work as quickly and simply as possible. Once you have learned the program's basic functions, this User's Guide will serve as a reference where you will quickly find Help when questions arise. The individual chapters are structured as follows. At the beginning of each chapter, we present a brief introduction to the topics that will be discussed in that chapter. The subsequent sections in the chapter give you complete instructions on how to perform the corresponding tasks. Since most people learn better by doing, we recommend that you carry out the instructions on your PC as you read them.

Since WinAlign is a Windows program, basic functions like selecting commands from a menu are probably already familiar to you from other programs, such as your word processor. If Windows is still new to you, please take some time to learn the basic functions with the Help of your Windows User's Guide or the Windows tutorial. Our instructions assume you have a basic knowledge of Windows.

As with most Windows programs, WinAlign lets you perform operations using the mouse or the keyboard. We enclose keys that you must press in square brackets, for example [Alt]. A plus sign + means that you should press two keys simultaneously; a comma between key names means that you should press one key, then the other. A letter in square brackets means that you should press the key for that letter. For example, [D] doesn't mean press [Shift]+[D] to create a capital D; just type the letter d.

Special key combinations that abbreviate a series of commands, for instance [Ctrl]+[O] to open an alignment project, are shown at the appropriate place in parentheses.

1.4 Additional Documentation

This User's Guide explains how to work with WinAlign, how to create and use alignment projects as well as export alignment results for use as a translation memory in Translator's Workbench.

For documentation pertaining to the use of Translator's Workbench, we recommend the Translator's Workbench User's Guide and Workflow Manual.

1.5 Copyright Notice

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- Microsoft is a registered trademark; Word for Windows, WinWord, and Windows are trademarks of Microsoft Corporation.
- Corel is a registered trademark; WordPerfect and Ventura are registered trademark of Corel Corporation.

Other product names are generally trademarks or registered trademarks of their respective owners. They are used without representation as to their release for general use.

1.7 System Requirements

To use TRADOS WinAlign efficiently, you need:

- a PC AT with a 80486DX or higher processor running at 33 MHz or more, with at least 8 MB of RAM. Recommended is a Pentium processor, at least 16 MB of RAM, and a 17" monitor.
- Windows 95 or Windows NT 4.0 as operating systems. Windows 3.x is not supported.

2. Installing TRADOS WinAlign

An installation program is used to install ■TRADOS WinAlign. The program files are shipped in compressed form on installation diskettes. Follow these steps to install the program:

1. Start Windows, if it's not already running. WinAlign runs under Windows 95 or NT 4.0.
2. Insert the diskette labelled "■TRADOS WinAlign, The Visual Aligner, Program Disk" into drive a: (or b: if this is the drive letter for small diskettes).
3. From the Windows **Start** menu, choose **Run**. The **Run** dialog appears.
4. Type a:setup (or b:setup) into the **Open** field, and click **OK**.
5. The installation program now guides you through the installation process. By default, \Program Files\TRADOS\WinAlign is suggested as the target folder for WinAlign. It is recommended that you use this setting, but you can also adapt the folder name to your needs.
6. At the end of the installation, the setup program adds a new program folder and different program icons to your Windows environment. The program folder and main program icon is called "TRADOS WinAlign". The other icons let you start WinAlign's on-line Help or install the dongle drivers. For information on how to use the dongle shipped with the program, please read the section "Hardware Copy Protection (Dongle)" below.
7. This completes the installation. Keep the original diskettes in a safe place.

The Dynamic Link Library (DLL) and other files that WinAlign needs during execution are all copied to the installation directory.

2.1 Hardware Copy Protection (Dongle)

"Dongle" is the name of a small module that protects software against unauthorised use and allows users to install a program on several computers without violating license agreements.

2.1.1 Installing Dongle Drivers

Depending on the operating system you are using, follow one of the procedures below to install the dongle drivers shipped with WinAlign.

Installing Drivers Under Windows NT

Important

To install the dongle drivers under Windows NT, you must have administrator rights. It is not possible to install the drivers without these rights. If you do not know if you have administrator privileges, please ask your system administrator.

During installation, a program icon for Windows NT dongle driver installation has been created to the WinAlign program folder. Follow these steps to install the driver:

1. From the Windows **Start** menu, choose **Programs**. The **Programs** menu opens.
1. Open the WinAlign program folder (**TRADOS WinAlign** by default).
2. Click the icon labelled “Install Dongle Drivers for Win NT.” This starts a small utility called Sentinel Driver Setup Program. You use this program to install or remove the dongle driver.
3. To install the dongle driver, on the **Functions** menu, select **Install Sentinel Driver**. This opens a dialog with a path specification. You can accept the path as is by clicking **OK**.

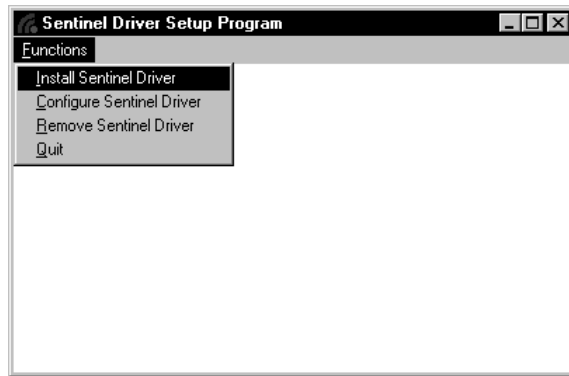


Figure 1: Installing the Sentinel Dongle Driver

4. After a small moment, you should get the message “Driver Installed! Please restart your system.” Confirm this message with **OK**.

The drivers are now installed. For the changes to take effect, please reboot Windows NT. After that, you are ready to use WinAlign.

Note

If you have any trouble installing the dongle drivers or would like further information, please unzip the file SENTINEL.ZIP located in the NT_DRV folder. This folder has been created during installation and is located under the main WinAlign installation folder (\Program Files\TRADOS\WinAlign by default). The ZIP file contains the WordPad document SENTINEL.WRI. This document contains information on configuring the dongle driver via the Windows Control Panel.

Installing Drivers Under Windows 95

During installation, a program icon for Windows 95 dongle driver installation has been created to the WinAlign program folder. Follow these steps to install the driver:

1. From the Windows **Start** menu, choose **Programs**. The **Programs** menu opens.
2. Open the WinAlign program folder (**TRADOS WinAlign** by default).
3. Click the icon labelled “Install Dongle Drivers for Win 95.” This starts a small utility called Sentinel Driver Setup Program. You use this program to install or remove the dongle driver.
4. To install the dongle driver, on the **Functions** menu, select **Install Sentinel Driver**.

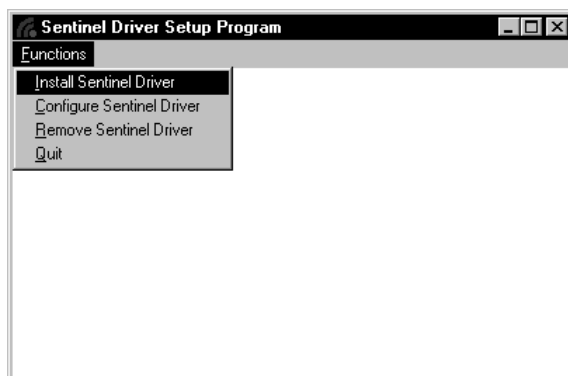


Figure 2: Installing the Sentinel Dongle Driver

5. After a small moment, you should get the message “Driver Installed! Please restart your system.” Confirm this message with **OK**.

The drivers are now installed. For the changes to take effect, please restart Windows 95. After that, you are ready to use WinAlign.

Note

If you have any trouble installing the dongle drivers or would like further information, please consult the SENTW95.HLP Help file located in the 95_DRVR folder. This folder has been created during installation and is located under the main WinAlign installation folder (\Program Files\TRADOS\WinAlign by default). The SENTW95.HLP Help file contains more information on configuring the dongle driver.

2.1.2 Running TRADOS WinAlign With Dongle

You must plug the dongle into your computer’s parallel port in order for WinAlign to run without restrictions. If a printer or other peripheral is already using the parallel port, you simply plug its cable into the back of the dongle. This does not restrict the functioning of the device in any way.

2.1.3 Running TRADOS WinAlign Without Dongle

If you don’t plug in the dongle, WinAlign runs in demo mode with the following restrictions:

- you cannot save intermediate alignment result files;
- you cannot export alignment results;
- the file number is limited to 10 files per project (five source / five target);
- the total file size limit is 150 Kbytes (source 75 K / target 75 K).

Otherwise the program is fully functional.

Note

These restrictions are subject to change. For latest information, please consult the Readme file shipped with WinAlign.

3. Getting Started

Now that you have installed ■TRADOS WinAlign on your PC, let's take a look at some of the program's features. We suggest that you try the functions on your PC as you read the chapter.

3.1 Starting the Program

During installation, a WinAlign program group and icon has been created. Follow these steps to start the program:

1. From the Windows **Start** menu, choose **Programs**. The **Programs** menu opens.
2. Open the WinAlign program folder (**TRADOS WinAlign** by default).
3. Click the **TRADOS WinAlign** icon to start the program. WinAlign's main program window opens.

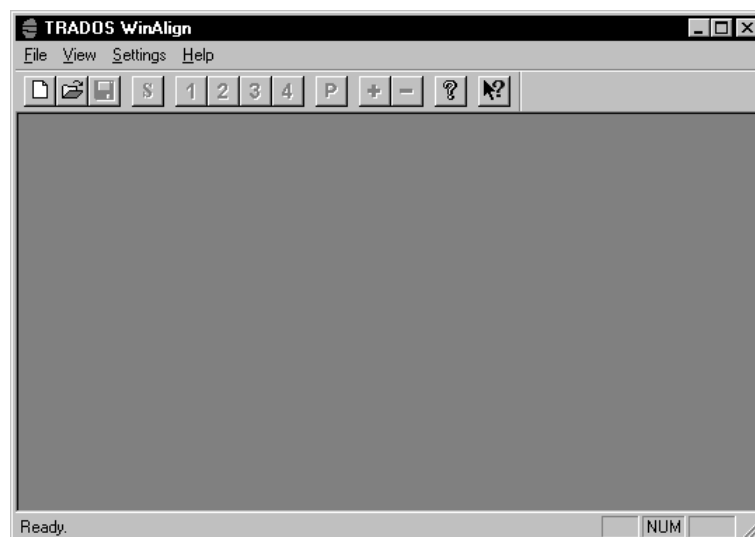


Figure 3-1: Starting ■TRADOS WinAlign for the First Time

3.2 Defining a Project

The first step of an alignment is to define various project settings. You set the languages, define the files to be aligned, set general alignment options such as formatting information, and much more. Let's go through a practical example to illustrate this.

To start a new alignment project, select the **New Project** command from the **File** menu. The **New WinAlign Project** dialog opens. You use this dialog to define all relevant settings before starting the actual alignment. Six tabs are available: **General**, **Files**, **Alignment**, **Structure Recognition**, **Interface**, and **Export**. We will use some of the available options to give you a first impression of

what you can expect from the program. It's best to work your way from left to right. So let's start with the **General** tab.

3.2.1 Setting General Options

You use the **General** tab to

- assign a name to your project;
- set a path for intermediate alignment result files;
- define the source and target language;
- include abbreviation lists to support WinAlign's source and target language segmentation;
- define the type of the files to be aligned.

In our first example, we will perform an English (UK)-German alignment of Word 7 RTF files. Follow these steps:

1. Type a name into the **Name** box, for example, `My First Alignment Project`. Note that this is not a file name, it's just a label that you attach to your project.
2. WinAlign can keep alignment results between sessions, allowing you to carry out even large alignment projects over a longer period of time. For this purpose, the program stores temporary alignment files on your hard disk each time you save the project. You can specify the path where these files should go by typing a path into the **Intermediate Result Files** box. If the path does not exist, WinAlign creates it. For our purpose, you can accept the current setting as is.
3. Click the **Source Language** button, and choose English (UK) from the list of languages.
4. Click the **Target Language** button, and choose German (Germany) from the list of languages.

You can accept the remaining settings as is. In your own alignment projects, you can include abbreviation lists to further enhance WinAlign's internal text segmentation algorithms for source and target documents. You achieve this via the **Source Segmentation** and **Target Segmentation** buttons. See WinAlign's online Help for details.

In addition, you use the **File Type** drop-down list to specify the type of files in your own alignment projects. In our case, we can accept the current setting (**Word Documents**). For more information on other file types, please see the "How To Align Different File Formats" chapter.

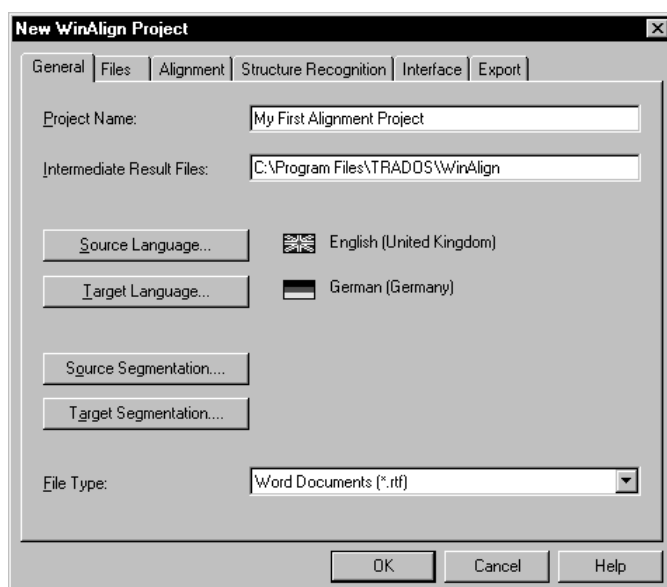


Figure 3-2: Setting General Options

In the next step, let's define the source and target files for our alignment project.

3.2.2 Adding Files to the Project

You use the **Files** tab to add source and target files to your current project. It's always possible to modify the list of files at a later stage.

In our example, we will align a set of two sample files from the English and German Translator's Workbench manual. During installation, all demo files shipped with WinAlign have been copied to the Demo folder, which is located under WinAlign's main installation folder (\Program Files\TRADOS\WinAlign by default). The Demo folder contains several subfolders with demo files of various types. The demo files we want to use are located in the WordRTF folder.

Follow these steps to add source and target files:

1. Click the **Files** tab, if you have not already done so.
2. To add the English source file, click **Add Source Files**. The **Add Source Files** dialog appears.
3. Switch to the \Demo\WordRTF subfolder under WinAlign's installation folder, and choose ENG01.RTF from the list of available files. Click **Open** to confirm your selection. You are returned to the **Files** tab.
4. To add the German target file, click **Add Target Files**, and choose GER01.RTF from the list.
5. Once you have added files to the source and target list, WinAlign can perform what is referred to as "file name alignment." This means it can guess which file pairs are to be aligned based on the names of the respective files. In our case, it will "guess" that the file name ENG01.RTF corresponds to the file name GER01.RTF. To try this out, click the **Align File Names** button. WinAlign draws a line between the two files, thereby establishing a link for alignment at a later stage.

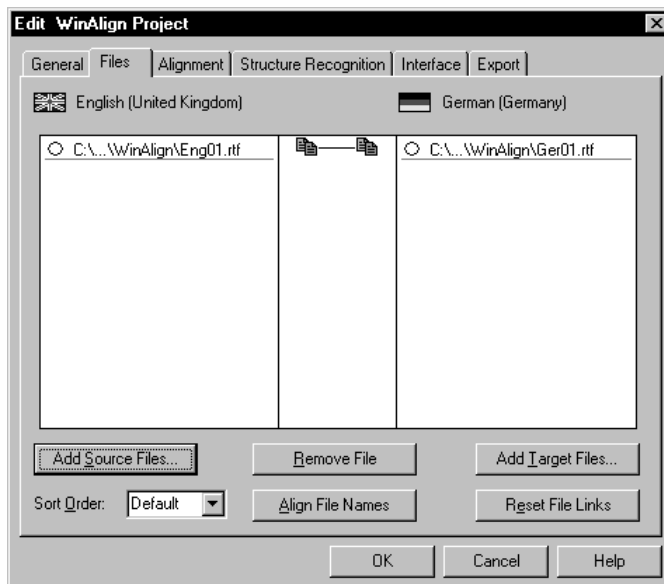


Figure 3–3: Defining a File Pair for Subsequent Alignment

We have now defined what is referred to as an “alignment file pair” or just “file pair.”

Hints & Tips

- WinAlign stores the path names for source and target files between alignment sessions. As a result, you can keep source and target files in separate folders. WinAlign will automatically open the last used source/target folder once you click the respective button in the **Files** tab.
- Instead of adding files via the **Add Source Files** and **Add Target Files** buttons, you can directly drag & drop files from the Windows Explorer into the list of source/target files.

In the next step, let’s define some basic alignment settings that WinAlign can use to optimise the alignment.

3.2.3 Setting Alignment Options

WinAlign can take various “tuning” options into account to get an optimum alignment result, even without human interaction. For instance, your documents might be more or less extensively and similarly formatted both in source and target. So you will certainly want to use the formatting as an alignment-optimising factor. Such options can be set in the **Alignment** tab. All available options are explained in detail in the on-line Help; for our purpose, let’s just use one or two. Follow these steps:

1. Click the **Alignment** tab, if you have not already done so.
2. Move the **Formatting** slider towards the **High** value. The more you slide it towards **High**, the more WinAlign will take *internal* formatting changes inside source and target segments into account when assessing the reliability of a segment pair. Since internal formatting (bold on/off, font changes, etc.) is heavily used in our file pair, you can safely drag the slider far into the **High** half.
3. You can leave the rest of the settings as is. As already mentioned, all other options are explained in the online Help.

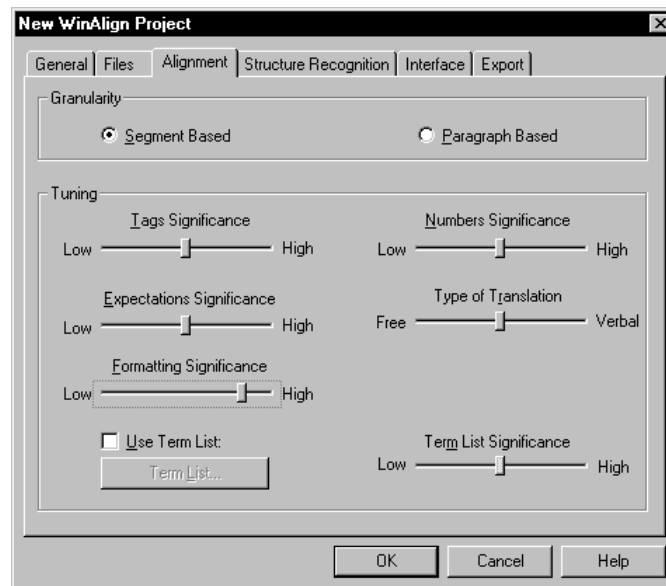


Figure 3-4: Defining Tuning Options

Let's now move on to one of the most interesting features of WinAlign: structure recognition.

3.2.4 Setting Structure Recognition Options

“Structure recognition” is a powerful and innovative feature whereby WinAlign analyses and uses the logical structure of the documents during the alignment. Most documents consist of an introduction, chapters, lists, and so on. In almost all cases, this structure remains the same in the translation and is therefore highly useful for alignment purposes. In other words, WinAlign performs a structure alignment based on the settings you define, prior to the segment alignment itself.

In DOC or RTF files, structure elements such as chapter or subheadings typically are formatted in paragraph styles built into the word processor by default. In the case of Word, these styles are called “Heading 1” through “Heading n,” *n* being the highest heading level used in the corresponding document.

WinAlign supports a structure recognition depth of four levels. This means that it aligns all “Heading 1” to “Heading 4” parts of a document pair, for instance. Since documents might not be formatted according to this standard, you can decide which key styles WinAlign should use during the structure alignment. After the alignment, you can review the structure alignment result in the Alignment Editor. More on that later, let's start defining the source and target styles of our sample files for structure recognition. Follow these steps:

1. Click the **Structure Recognition** tab, if you have not already done so.

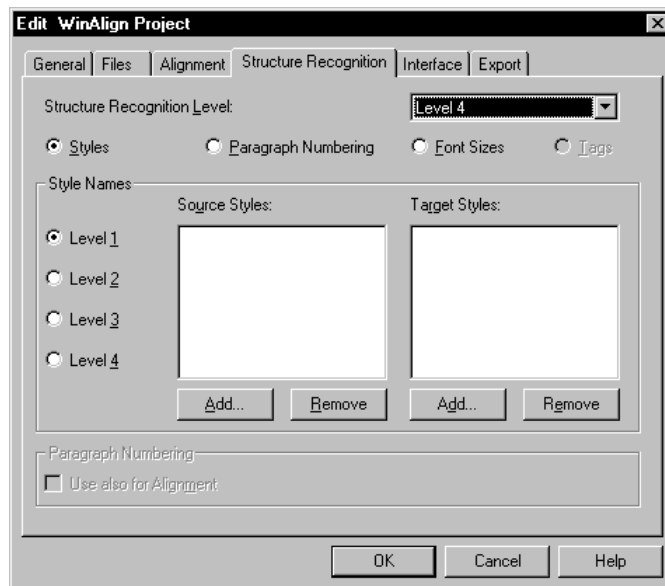


Figure 3-5: The Structure Recognition Tab

2. As a first step, it's best to define the structure recognition depth. To achieve this, choose the desired setting from the **Structure Recognition Level** drop-down list. We recommend to experiment with different depth values for a representative file pair and run test alignments on it until you get the desired result. In our example, please choose **Level 4**.
3. To add structure styles from the source document, click **Add...** beneath the **Source Styles** list. The **Select File** dialog appears.
4. In the **Select File** dialog, you can choose the file from which you want to pick the styles to be used for structure recognition. Since we have only one source file, the choice is obvious: double-click on the ENG01 .RTF file. This opens the **Select Styles** dialog.
5. As our sample files are formatted according to Word standards, you can now highlight the styles "Heading 1" through "Heading 4" on the **Styles in Document** list. After that, click the **Add ->** button. This moves them to the **Selected Styles** list. Click **OK** to confirm. You are returned to the **Structure Recognition** tab, where the style names now appear in the **Source Styles** list.

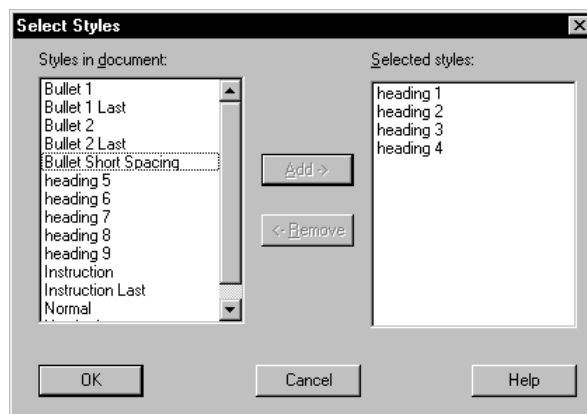


Figure 3-6: Selecting Styles from Documents for Structure Recognition

6. Repeat the same procedure for the target styles, so that you end up with the same styles in the **Target Styles** list.
7. Now we are ready to assign links between the different structure levels. Let's start with the first level, which is already selected via the **Level 1** radio button. To define "Heading 1" as

the first-level style, highlight this style name both in the **Source Styles** and **Target Styles** list.

8. Click the **Level 2** radio button, and highlight “Heading 2” on both lists to define this as second-level style. Repeat this procedure for the remaining two structure levels “Heading 3” and “Heading 4”.



Figure 3-7: Defining Styles for Structure Recognition

Tips

If your word processor documents do not have a style-based structure, you have several alternatives to still get good alignment results:

- You can add styles to documents even if these have been formatted without styles. Try Word’s **AutoFormat** feature from the **Format** menu. During AutoFormat, Word automatically applies heading and list styles just by identifying big-sized heading texts and numbered or bulleted lists in your documents. After AutoFormatting a document, you can define structure recognition settings as described above. For more information on Word’s AutoFormat feature, consult Word’s online Help.
- Switch off structure recognition. To achieve this, in the **Structure Recognition Level** drop-down list, select **Ignore**. This will generally produce better results in “flat” files.
- If your files are heavily formatted—even without styles or AutoFormat—try using **Font Sizes** as the structure recognition option. In this case, WinAlign will take font formatting as a clue during structure alignment.

Now we are almost ready to start the actual alignment. The **Interface** and **Export** tabs will be explained in the next sections as we go along.

3.2.5 Saving the Alignment Project Settings

Once you have defined a project as described above, you can confirm your settings by clicking **OK**. This closes the **New WinAlign Project** dialog and displays the file links between all source and target files of your current alignment project in a new window. This window is referred to as Project window.

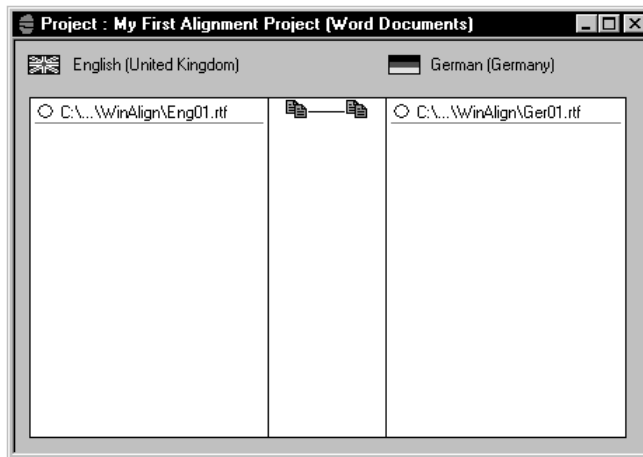


Figure 3-8: WinAlign's Project Window

This is a good time to save your project. To achieve this, from the **File** menu, select **Save Project As**. The **Save Project As** dialog opens. In this dialog, assign a file name to your project, for example, *GetStarted*, choose a folder, and click **Save**. This saves all options we have defined so far in the specified file. The extension *.pjt* is added automatically by the program. We are now ready to see what alignment result WinAlign produces for our sample files.

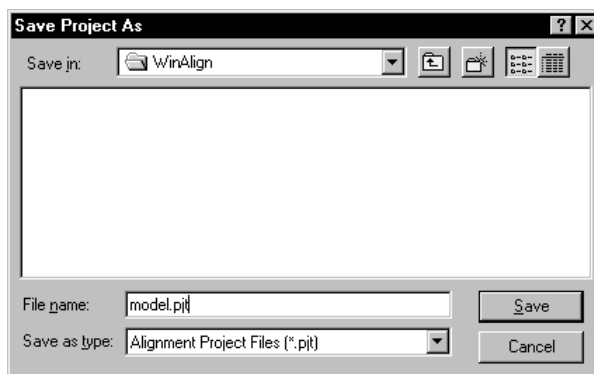


Figure 3-9: Saving a Project

3.3 Performing an Alignment

There are two ways to start an alignment. You can decide to align the whole project in one go or to align separate file pairs individually.

- To start the alignment of the whole project, select **Align Project** from the **Alignment** menu.
- To start the alignment of an individual file pair, highlight it, click the right mouse button (or press [Shift] + [F10]), and select **Align** from the context menu that opens. Alternatively, you can select the **Align File Pair** command from the **Alignment** menu.

WinAlign will now open a dialog showing the progress of the alignment of our file pair *ENG01.RTF—GER01.RTF*. If you align the whole project in one go, the dialog displays two progress indicators, one for the whole project, the other one for the current file pair. If you align an individual file pair only, the dialog shows the progress for that particular file pair.

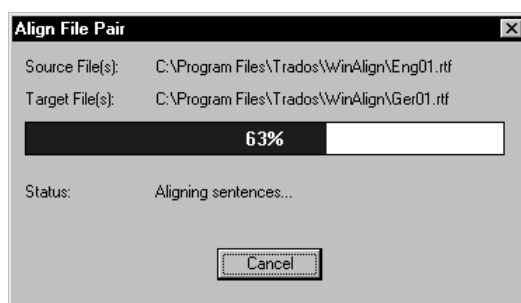


Figure 3-10: Aligning a File Pair

Once the alignment is done, WinAlign displays the message “The Alignment is complete,” which you can confirm by clicking **OK**. In the next section, we will go about checking and editing the alignment.

3.4 Reviewing an Alignment

After an alignment has been performed, you will certainly want to examine the results and make corrections, if any, to misaligned structures and/or segment pairs. This is referred to as “reviewing” the alignment, and is performed in what is called the Alignment Editor. The Alignment Editor is a powerful, yet intuitive and interactive tool that lets you make all desired changes to the alignment results in a very user-friendly environment.

Since we have aligned one file pair only, WinAlign automatically opens the Alignment Editor.

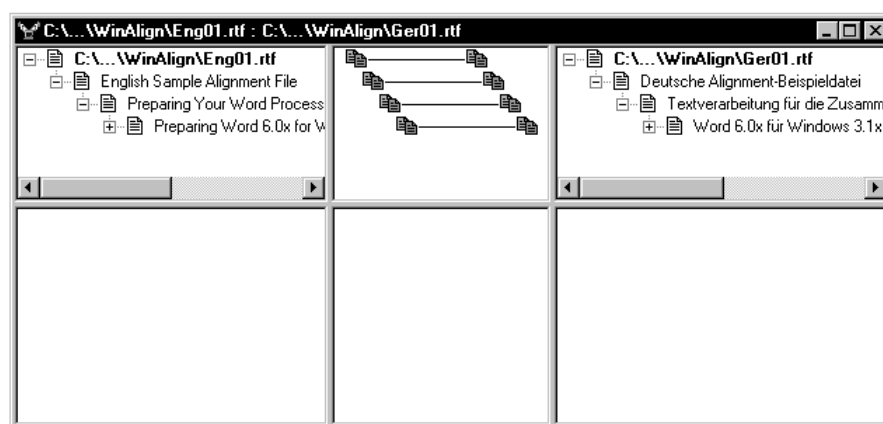


Figure 3-11: Opening the Alignment Editor for the First Time

To open the Alignment Editor later in your own projects, you can follow one of these procedures:

- If you have aligned one file pair only, as in our case, the Alignment Editor opens automatically.
- If you have aligned several file pairs in one go, highlight any file pair of your alignment project whose initial alignment is complete (indicated by ☺), click the right mouse button, and choose the **Review** command from the context menu. Alternatively, you can also select the **Review** command from the **Alignment** menu. This opens the Alignment Editor for the current file pair.

Notes

- If you have aligned several file pairs in one go, you can open a separate Alignment Editor window for each one of them.
- Each time you save a project, WinAlign saves the current alignment connections of all aligned file pairs in what is referred to as “intermediate alignment result files.” These files are located in the path specified in the **Intermediate Result Files** box of the **General** tab. Next time you re-open the project and review one of the previously aligned file pairs, WinAlign needs to “reload” the corresponding files before being able to display the results in the Alignment Editor. This may take a while.

3.4.1 Getting Started in the Alignment Editor

Let's now take a look at the different areas in the Alignment Editor and perform a few manipulations for you to get started with its various functions. First of all, let's look at some of the functions available for the upper half of the Editor, referred to as “outline area.”

The Outline Area

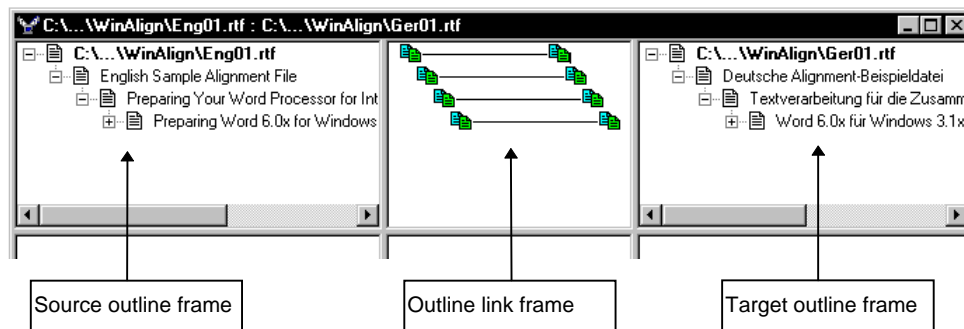


Figure 3-12: The Outline Area

The outline area consists of three frames: the source outline, the outline link frame, and the target outline. WinAlign uses the outline area to display the structure alignment results. In our case, we told the program to use the styles Heading 1 through Heading 4 as structure recognition levels 1 through 4 during the structure alignment. As a result, it has attempted to match the source (English) heading 1 through 4 texts with the corresponding ones in the target (German) text. The result of this matching process is displayed in the outline link frame. In this frame, WinAlign displays the links the program could establish between source and target heading texts. In our sample alignment, WinAlign could establish links for all headings. This is indicated by the lines drawn between all source and target structure levels.

Note that WinAlign displays the level 1 through 3 structures by default. To view the entire source and target outline, click the **4** button in WinAlign's toolbar. Alternatively, from the **View** menu, select the **Level 4** command. Now you can see the whole source and target outline at a glance.

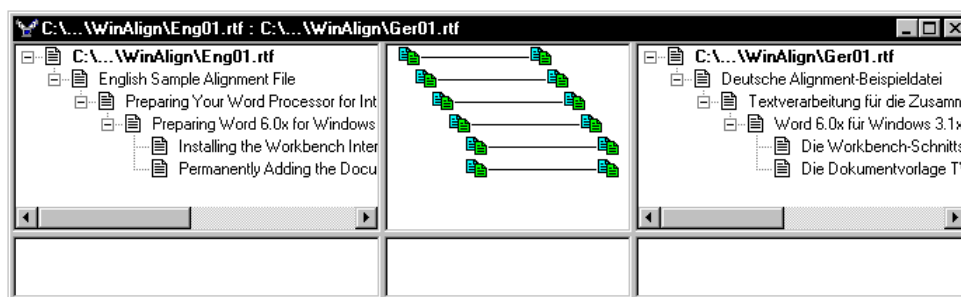


Figure 3-13: The Entire Outline at a Glance

Useful Commands in the Outline Area

- To show or hide one particular level structure, click the plus (+) / minus (-) signs at the left of the corresponding structure.
- To disconnect a link between one particular source and target structure, click one of its icons (📄) in the outline link frame with the right mouse button, and select the **Disconnect** command from the context menu. This will remove the link and change the appearance of the icons to indicate that they are disconnected (📄 and 📄).
- To (re-)establish a link between one particular source and target structure, click its icon (📄) with the left mouse button, keep the mouse button pressed, and draw a line to the desired target structure. As soon as you reach the target structure icon, it will change its appearance to indicate whether it is ready to be connected (📄) or not (📄).
- For more commands and manipulations, press [F1] in the Alignment Editor. This will bring up a Help page with a hotspot graphic of the Editor. Click on any item to get more information.

Since WinAlign has aligned the source and target structure without any problems, we are now ready to take a look at individual structure levels. Each of these levels consist of one or more source and target segments. Such a segment usually is a sentence, but can also be a heading, bullet list text, index entry, and so on.

To display the alignment results of a particular structure level, click the heading text of the structure you want to look at. In our example, let's click the English heading "Preparing Word 6.0x...". This will fill the lower half of the Alignment Editor with the segment pairs. This area is referred to as "segment area."

The Segment Area

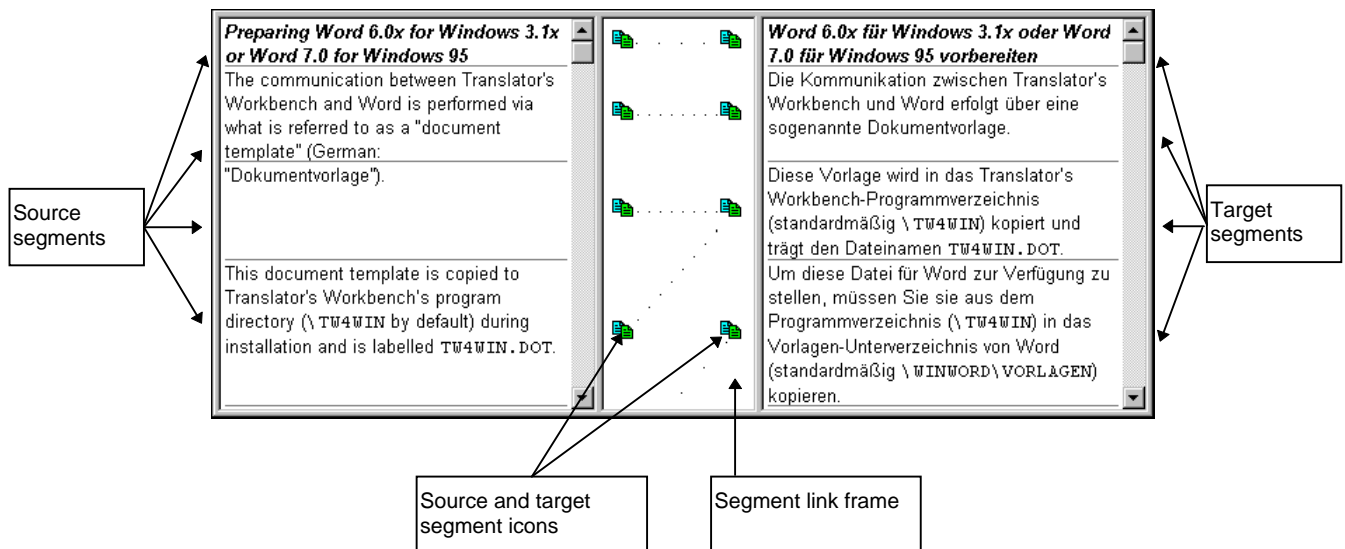


Figure 3-14: The Segment Area

Like the outline area, the segment area consists of three frames: the source segments frame, the segment link frame, and the target segments frame. WinAlign uses the segment area to display the segment alignment results. This is why the segment pairs are also referred to as “alignment units.”

Confirming Segment Alignment Results

As you can see, the source and target segments are all connected with dotted (Windows NT) or dash-dotted (Windows 95) lines. This means that WinAlign assumes them to be more or less reliable alignment units. The more reliable WinAlign assumes the units to be, the closer the dots are between source and target segment. The very first alignment unit, the heading text in English and German, is a perfect match, so you may want to confirm it. It is possible to achieve this in two ways:

- In the segment link frame, click the icon of the source or target segment with the right mouse button, and select the **Commit** command from the context menu, or
- click somewhere inside the source or target segment with the right mouse button, and select the **Commit** command from the context menu.

This replaces the dotted line with an unbroken one. The alignment unit is now what is referred to as “committed.” Committed alignment units provide further anchor points to WinAlign in subsequent re-alignments. More on that later.

Note that if you chose the second alternative, you have activated the current alignment unit. You can tell this from the fact that the source segment is now inverted whilst the target segment has a yellow background.

Before continuing, please confirm also the second alignment unit in the same way. The two first segment pairs are now connected with unbroken lines.

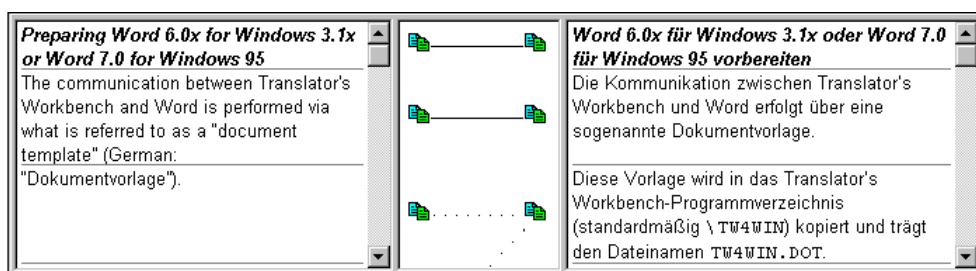


Figure 3-15: Committed Alignment Units

Editing Segment Alignment Results

As you might already have noticed, in the above example, WinAlign's segmentation of the German text has resulted in a misalignment of the third alignment unit. By default, the colon (:) ends a segment. As a result, WinAlign has split up the second German sentence into two segments that must somehow be connected to one single English segment on the target side. Instead of linking it to the second English segment, WinAlign chose to link the third and fourth German segment to the third English one.

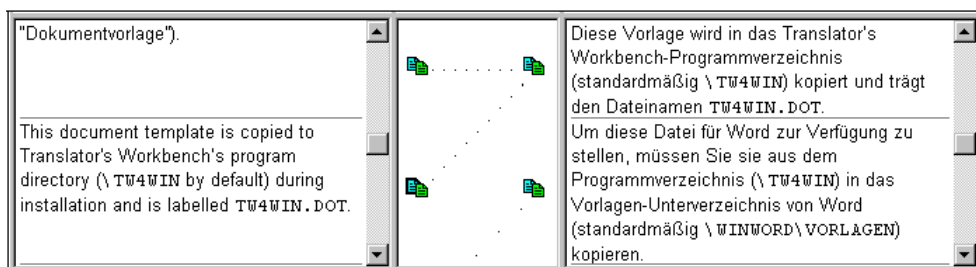


Figure 3-16: Misaligned Alignment Unit

You will certainly want to fix this and similar misalignments in your own projects. In the present case, follow these steps:

1. Using the right mouse button, click on the icon of the source segment that is misaligned (or the segment itself), in our example, the English segment containing the German word "Dokumentvorlage". The alignment unit context menu appears.
2. Select the **Disconnect** command. This removes the link between the misaligned source and target segment, and changes the appearance of the icons (📄 and 📄).
3. Now, click again on the icon representing the source segment reading "Dokumentvorlage," and draw a line from it to the second icon on the target side. This establishes a link between the two. We now have created what is referred to as a "2:1 alignment unit:" two source segments are linked to one target segment.

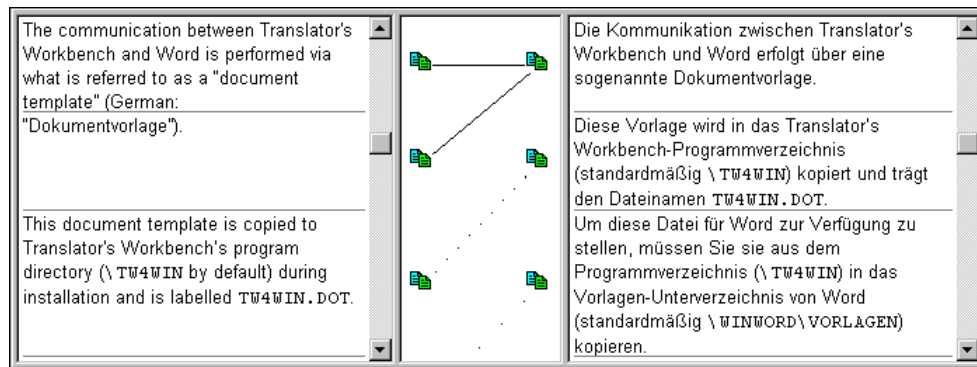


Figure 3-17: Creating a 2:1 Alignment Unit

Confirming Several Alignments in One Go

This is the only misalignment in the current structure level. Yet, the remaining alignment units are still only connected by dotted lines. You can now confirm them all in one go. Follow these steps:

1. Using the right mouse button, click somewhere in the segment link frame (the frame between source and target). Make sure to *not* click on any icon, just click on an empty spot. The segment link context menu appears.
2. From the context menu, choose **Commit All Alignment Units**. This turns all remaining dotted lines to unbroken ones.

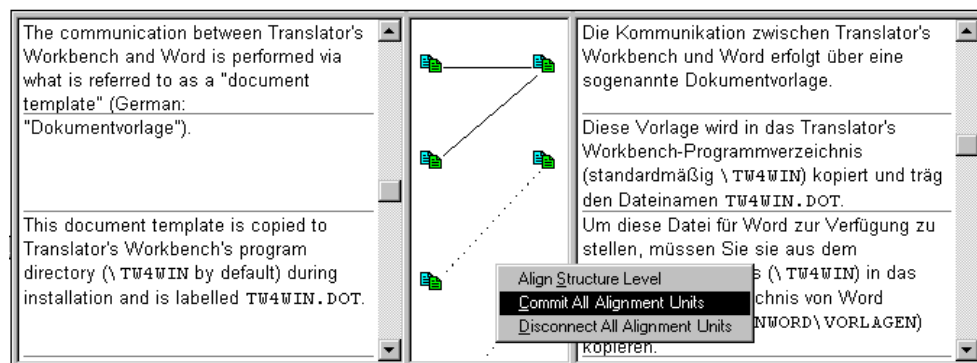


Figure 3-18: Confirming All Alignment Units via the Segment Link Context Menu

You have now confirmed all alignment units in the current structure level.

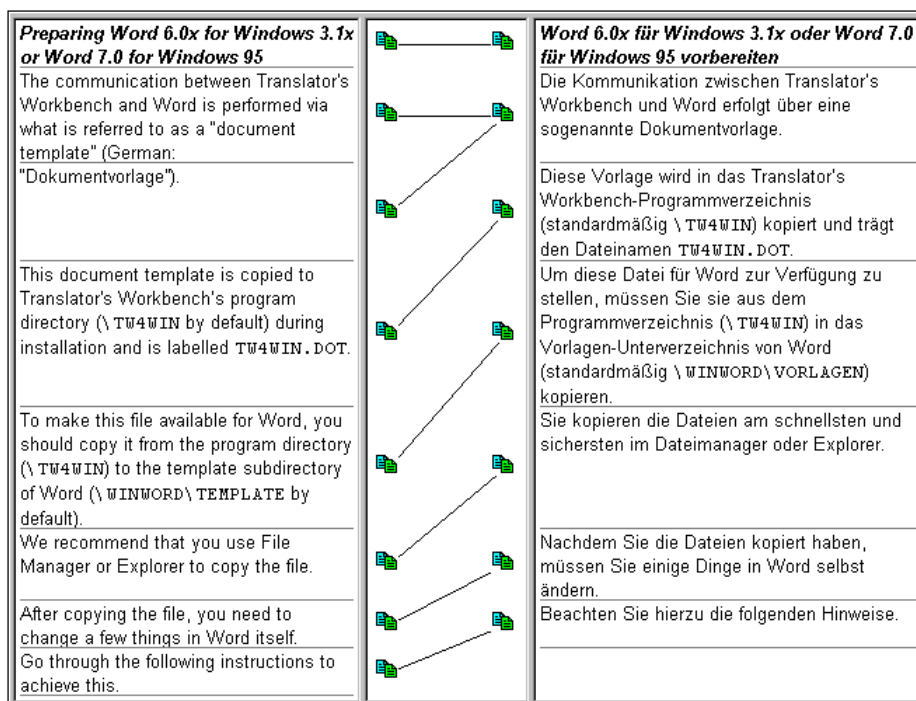


Figure 3-19: The Entire Structure Level Has Been Confirmed








Note

It is *not* necessary to "commit" all alignment units in each structure level the way just described. This could become somewhat tedious. Alignment units linked by dotted lines are ready for further processing (e.g. export) without any modifications. However, committing alignment units provides WinAlign with further clues for subsequent re-alignments.

The general alignment strategy is to spot-check structure levels for misalignments and correct them as necessary. If nothing is misaligned, you can leave the structure level as is. If, however, alignment goes wrong at some stage, it's useful to disconnect some alignment units, make new connections as needed, and re-start the alignment. WinAlign will then take all new alignment connections into account.

Once you have edited the structure level as described above, you can go on and work your way through all remaining outline levels of the source and target text. We recommend you to start from the topmost level and end with the bottom one. This is a good moment to sum up the available options in the segment area of the Alignment Editor.

Useful Commands in the Segment Area

- To disconnect a link between one particular source and target segment, click one of its icons () in the segment link frame with the right mouse button, and select the **Disconnect** command from the context menu. This will remove the link and change the appearance of the icons to indicate that they are disconnected ( and ).
- To confirm a (dash-)dotted link between one particular source and target segment, click one of its icons () in the segment link frame with the right mouse button, and select the **Commit** command from the context menu. This will turn the dotted line into an unbroken one, thereby indicating that this is a 100% reliable alignment unit.
- To (re-)establish a link between one particular source and target segment, click its icon () with the left mouse button, keep the mouse button pressed, and draw a line to the desired target segment. As soon as you reach the target segment icon, it will change its appearance to indicate whether it is ready to be connected () or not ().
- To (re-)align an entire structure level after making some changes to it, you can click somewhere on a free spot in the segment link area with the right mouse button and select the **Align Structure Level** command from the context menu. Alternatively, you can select the same command from the **Alignment** menu.
- To disconnect all alignment units in one structure level, click somewhere on a free spot in the segment link area with the right mouse button and select the **Disconnect all Alignment Units** from the context menu. This will remove all links between source and target segment icons, so you can freely create your own connections, if necessary.
- To commit all alignment units in one structure level, click somewhere on a free spot in the segment link area with the right mouse button and select the **Commit all Alignment Units** from the context menu.
- For more commands and manipulations, press [F1] in the Alignment Editor. This will bring up a Help page with a hotspot graphic of the Editor. Click on any item to get more information.

Re-aligning the File Pair

After correcting misalignments and confirming new ones throughout the whole document pair, you will certainly want to confirm the entire alignment as such. In WinAlign, this is referred to as “re-alignment.” During this second alignment, the program will take into account any changes you have made when editing the initial alignment result. For instance, the program will use any “committed” alignment units as 100% reliable anchor points.

To re-align the whole file pair, from the **Alignment** menu, select **Align File Pair**. WinAlign will now once more work its way through the document pair and (re-)align structure levels and alignment units as it goes along. Of course it will take into account any changes you made. The alignment is now complete. Let's look briefly at other options available in WinAlign before exporting the alignment result into a **TRADOS Translator's Workbench** text file for use as a translation memory.

Changing the Appearance of Segments in the Alignment Editor

You can change the way segments look in the Alignment Editor. By default, WinAlign uses the paragraph formatting of the source and target segments and thus displays the segments in a WYSIWYG-type fashion. This means, a heading formatted in the “Heading 1” style will also appear as such in the Alignment Editor. Let's try this out: In the Alignment Editor, click the text “English Sample Alignment File” in the source outline, as depicted below:

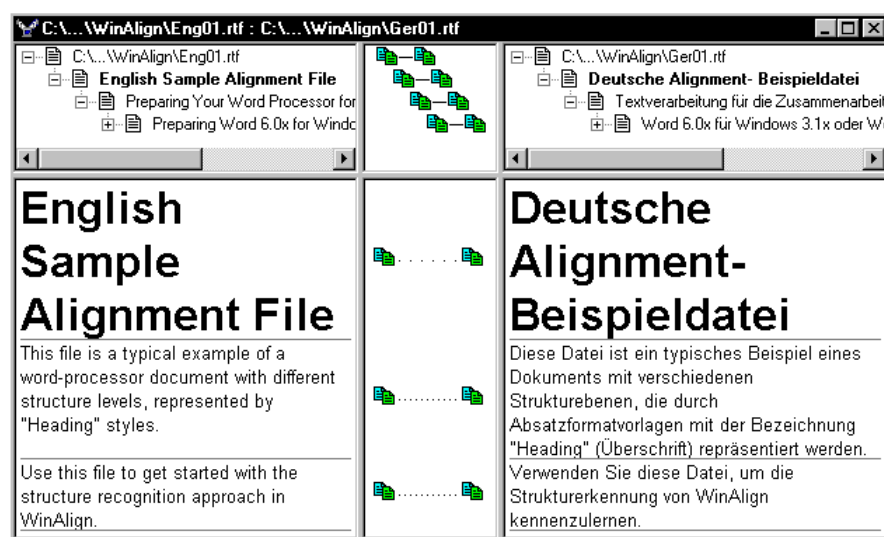


Figure 3-20: Example of Paragraph Formatting

As you can see, the heading text looks the same as in your word processor. In most cases, this is very useful, since it allows you to quickly find your way through structure levels and alignment units. In some situations, however, you might want to change this. For instance, you might want to be able to display more alignment units at any one time to have a better overview of large structure levels.

Let's try this out with the above example. To display each source segment in, say, Times New Roman, 8 point, blue colour, and each target segment in, say, Arial, 8 point, red colour, follow these steps:

1. From the **Settings** menu, select **Project**. The **Edit WinAlign Project** dialog appears. You already know this dialog from the first section of this chapter.
2. The options for segment default formatting are found in the **Interface** tab, so please click it.

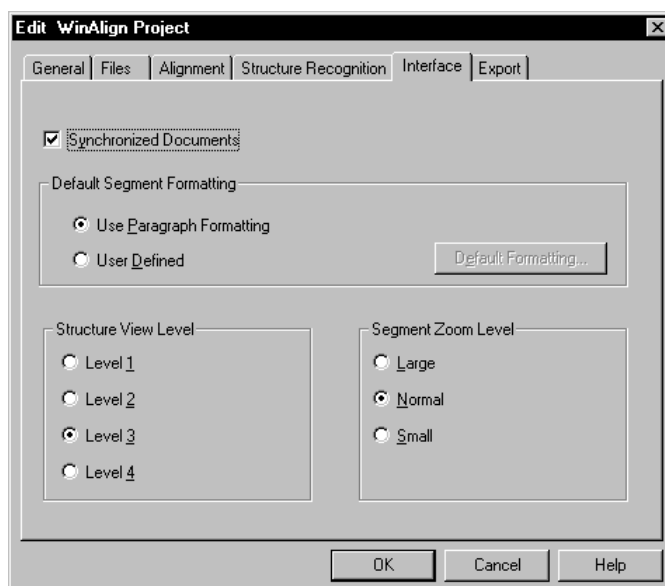


Figure 3-21: The Interface Tab

3. On the **Interface** tab, in the **Default Segment Formatting** section, select the **User-Defined** option.
4. Click the **Default Formatting** button. The **Default Formatting** dialog appears.

5. Click the **Source Segments** button. This opens the standard Windows **Font** dialog. Here you can now choose the Times New Roman font with 8 point font size and blue colour for source segments. Click **OK** to confirm your settings. This closes the **Font** dialog.
6. Repeat the same procedure for the target segments; make sure to choose Arial, 8 point, red colour as default formatting.

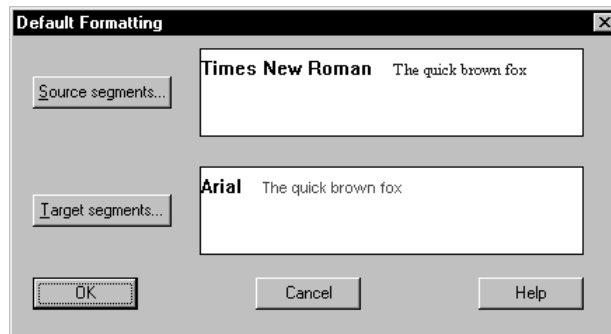


Figure 3-22: Setting User-Defined Formatting Options

7. Click **OK** twice to confirm your settings and close the **Edit WinAlign Project** dialog. Your Alignment Editor will now look like this:

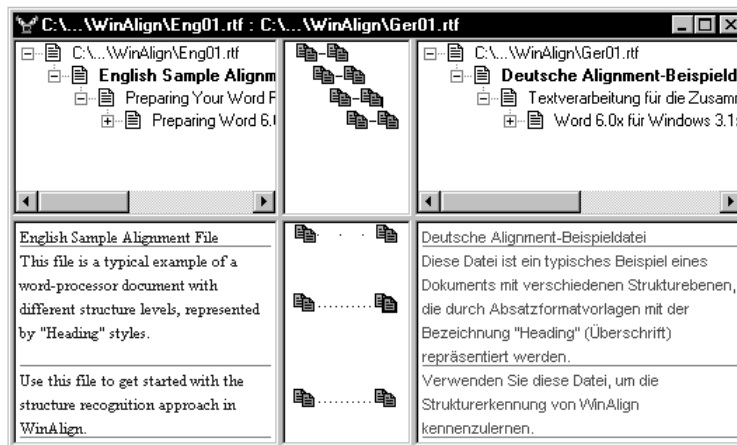


Figure 3-23: Changing Default Segment Formatting

It's always possible to quickly switch between paragraph and user-defined formatting. To achieve this, simply click the **P** button on WinAlign's toolbar, or select the **Paragraph Formatting** command from the **View** menu. This restores the segment formatting to the document paragraph styles. To switch back to your user-defined settings, simply click the **P** button again.

Tip

If your source or target documents are of Asian origin, it's a good idea to define a user formatting with a large font size to optimise the display of Asian characters in the segment area.

3.5 Exporting the Alignment Results

Now that WinAlign has successfully carried out an alignment of the two sample documents, you can create an export file. When exporting, WinAlign turns the alignment units (linked source and

target segments) into what is referred to as “translation units.” These units typically do not only contain the text of the source and target segments, but also further information such as when the unit was created, by whom, and which project they belong to. WinAlign exports this additional translation information in the form of Translator’s Workbench-compatible system, text, and attribute fields.

Additional Reading

If you are not familiar with the concept of Translator’s Workbench translation units and the use of system, text, and attribute fields, we recommend you to read the “Introduction” and “Translation Memory Setup” chapters in the Translator’s Workbench documentation in addition to this Getting Started chapter.

3.5.1 Setting Export Options

In a first step, you define which project information should be exported in addition to the alignment units. Second, you start the actual export. Let’s go through an example to illustrate these steps.

Let’s assume you would like to export the following system, text, and attribute information:

- Creation User: *John Smith*
- Creation Date
- Text Field *ID Code* with the contents *AL 1997/1234*
- Attribute Field *Client* with the value *Trados*
- Attribute Field *Domain* with the value *Software*

Such settings are defined in the **Export** tab of the **Edit WinAlign Project** dialog. Follow these steps:

1. From the **Settings** menu, choose **Project**, and click the **Export** tab.

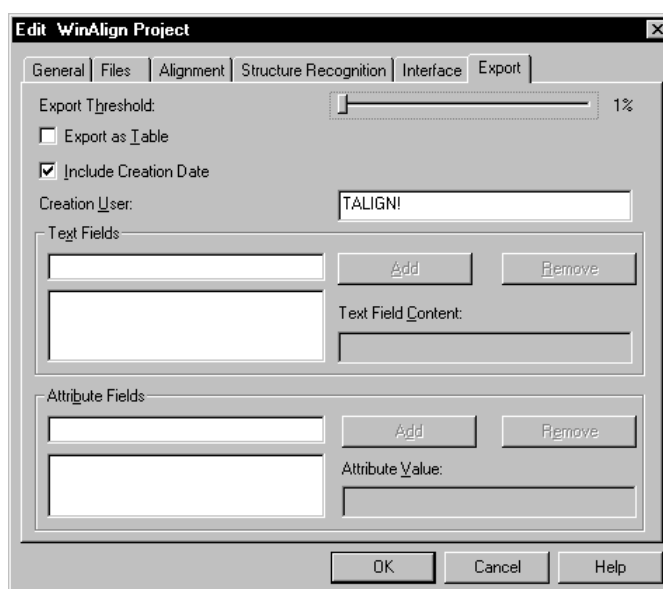


Figure 3-24: The Export Tab

2. Before specifying project information, you can define which alignment connections should actually be exported. You achieve this via the **Export Threshold** slider. The following conventions are used:
 - 100% committed alignment units only (unbroken line)
 - 80 – 99% reliable and better (closely dotted line)
 - 60 – 79% probable and better (dotted line)
 - 1 – 59% less probable and better (loosely dotted line)

If you set the **Export Threshold** to 1%, WinAlign will export each and every alignment unit, no matter if it is loosely dotted or committed. If you set it to 100%, WinAlign will *only* export units that you have committed.
3. To specify the Creation User, click inside the **Creation User** box, and type John Smith.
4. Since we want to include the creation date, you can leave the **Include Creation Date** option ticked.
5. To add the above text field, click inside the **Text Field** box. Type ID Code, and click the **Add** button. The name is added to the list of text fields, and the cursor automatically moves to the **Text Field Content** box. You can now type the desired contents, in our case, AL 1997/1234.
6. To add the above attribute fields, click inside the **Attribute Field** box. For the first field, type Client, and click the **Add** button. The name is added to the list of attribute fields, and the cursor automatically moves to the **Attribute Value** box. You can now type the desired value, in our case, Trados.
7. To specify the second attribute, type Domain inside the **Attribute Field** box, click **Add**, and type Software as attribute value.

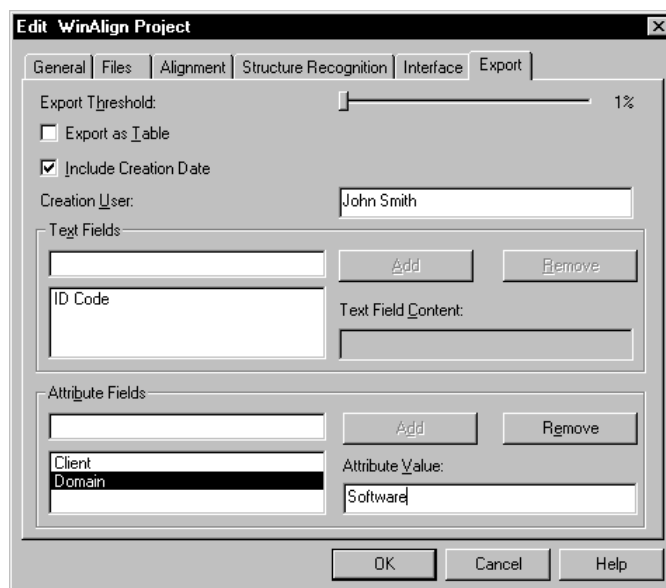


Figure 3-25: Setting Export Options

Notes

- By default, for compatibility reasons with Translator's Workbench 1.x, WinAlign specifies **TALIGN!** as **Creation User**. This makes sure that Translator's Workbench takes into account the alignment penalty you can set in Translation Memory Options. See the "Translation Memory Options" section in the Translator's Workbench documentation for details.
- In addition to exporting alignment results as a Translator's Workbench file, WinAlign can create a standard semicolon-delimited format, which is ready for import into Microsoft Excel, for instance. You create this format via the **Export as Table** option.

This completes defining the export settings. We are now ready to start the export itself.

3.5.2 Starting the Export

To export the results of one or more file pair alignments, follow these steps:

1. You can decide to export the whole project in one go or to export the separate file pairs individually. This allows you to spread alignment results of different file pairs over separate export files.
 - To start the export of the whole project, select **Export Project** from the **File** menu. The **Export Project to File** dialog opens.
 - To start the alignment of an individual file pair, highlight it, click the right mouse button (or press [Shift] + [F10]), and select **Export** from the context menu that opens. Alternatively, you can select the **Export File Pair** command from the **File** menu. The **Export File Pair** dialog opens.
2. Choose the desired drive and/or folder where you would like the export file to go, and assign a file name to it, for example, `Result.txt`.

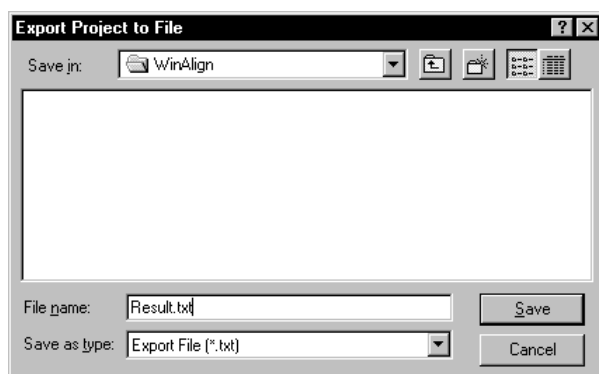


Figure 3-26: Defining an Export File

Typical translation units in the exported text file will look like this:

```
<TrU>
<CrU>TALIGN!
<CrD>2911997
<Att L=Client>Trados
<Att L=Domain>Software
<Txt L=ID Code>AL 1997/1234
<Seg L=UKE>English Sample Alignment File
<Seg L=GER>Deutsche Alignment-Beispieldatei
</TrU>
```

```

<TrU>
<CrU>TALIGN!
<CrD>29111997
<Att L=Client>Trados
<Att L=Domain>Software
<Txt L=ID Code>AL 1997/1234
<Seg L=UKE>This file is a typical example of a word-processor document with
different structure levels, represented by "Heading" styles.
<Seg L=GER>Diese Datei ist ein typisches Beispiel eines Dokuments mit
verschiedenen Strukturebenen, die durch Absatzformatvorlagen mit der
Bezeichnung "Heading" (Überschrift) repräsentiert werden.
</TrU>

```

This resulting file complies with the **TRADOS Translator's Workbench** import format. The following table lists the names of the different field labels (please see your **TRADOS Translator's Workbench** documentation for further details):

Tag name	Description
<TrU>, </TrU>	Means that a Translation Unit starts/ends here.
<CrD>	Specifies the Date of Creation of this translation unit in the format DDMMYYYY.
<CrU>	Specifies the User ID of the "person" who Created the translation unit. For compatibility reasons with Translator's Workbench 1.x , WinAlign specifies TALIGN! as user ID. This makes sure that Translator's Workbench takes into account the alignment penalty you can set in Translation Memory Options . See the "Translation Memory Options" section in the Translator's Workbench documentation for details.
<Att L=Attribute Label>	Specifies the Label of one of the translation unit's project Attributes .
<Txt L=Text Field Label>	Specifies one of the translation unit's Text field Labels .
<Seg L= Segment Language Label>	Contains the Language label of the Segment that follows. In the above example, "UKE" stands for English (UK), and "GER" stands for German. Lines starting with a "<Seg L>" tag contain the actual sentences and their target-language equivalents.

3.5.3 Importing the Alignment File Into a **TRADOS Translator's Workbench** Translation Memory

Now that **WinAlign** has successfully carried out an alignment of the two texts and exported the results to a text file, you can directly import the file into **TRADOS Translator's Workbench**. Follow these steps:

1. Start **Translator's Workbench**, if it's not running already.
2. From the **File** menu, choose **New**. The **Create Translation Memory** dialog opens. Here you select the desired source language, target language, and system fields of your new translation memory. Click **Create** to assign a file name to the TM, e.g. **UKE_GER.TMW**. After that, click **OK** to confirm these settings.

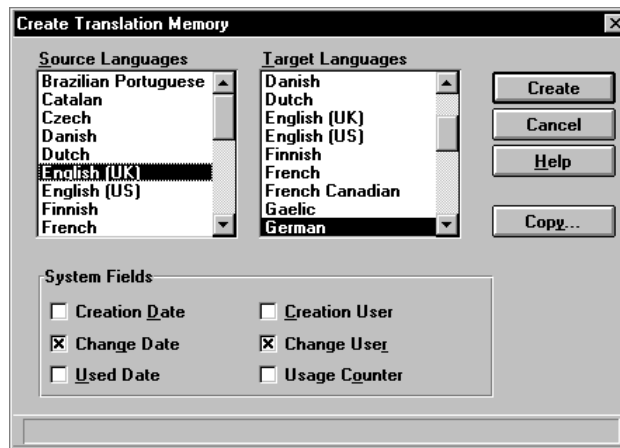


Figure 3-27: Creating a New Translation Memory in Translator's Workbench

3. From the **File** menu, choose **Import**. The **Import** dialog opens. In most cases, you can accept the default settings (see Translator's Workbench online Help for further details) by clicking **OK**.

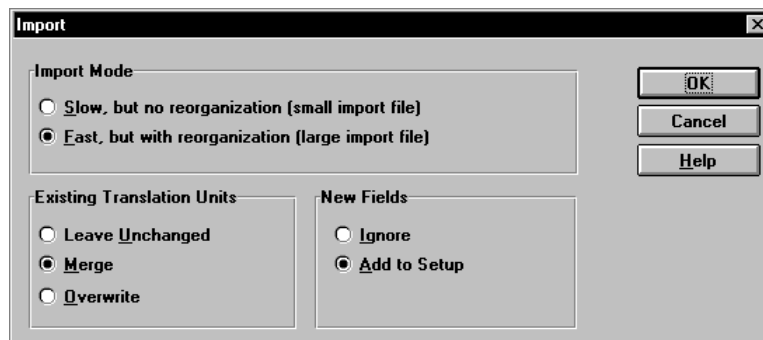


Figure 3-28: The Import Dialog in Translator's Workbench

4. The **Open Import File** dialog opens. Since your file has the extension *.txt, it will be listed as soon as you change to the directory where you created the WinAlign export file (in our example, \Program Files\TRADOS\WinAlign). Double-click the file name **Result.txt** to start the import.

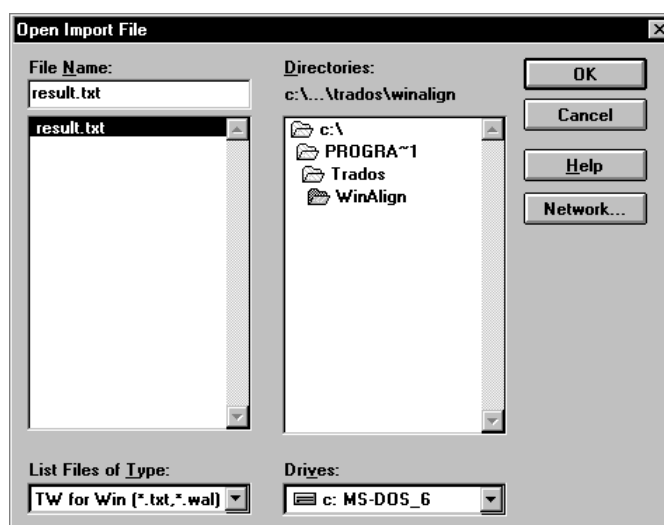


Figure 3-29: Selecting the Import File

Note

It is not necessary to define text and attribute fields (such as *ID Code*, *Client*, and *Domain* as described under “Setting Export Options” above) in the Translation Memory setup before the import. Translator’s Workbench adds these fields automatically if you accept the default Import setting **Add to Setup**.

3.6 Summary

In the present chapter, you learned how to align Word RTF documents using WinAlign’s unique tri-level approach to alignment: file name, structure, and segment alignment. You have also seen some options available for optimising the alignment process. In addition, you have learned how to perform basic tasks in the interactive Alignment Editor. Last but not least, you have created an export file, ready for use with Translator’s Workbench.

Now you can see that the automatically generated Translation Memory cannot be distinguished from those you created by hand, as the following examples show:

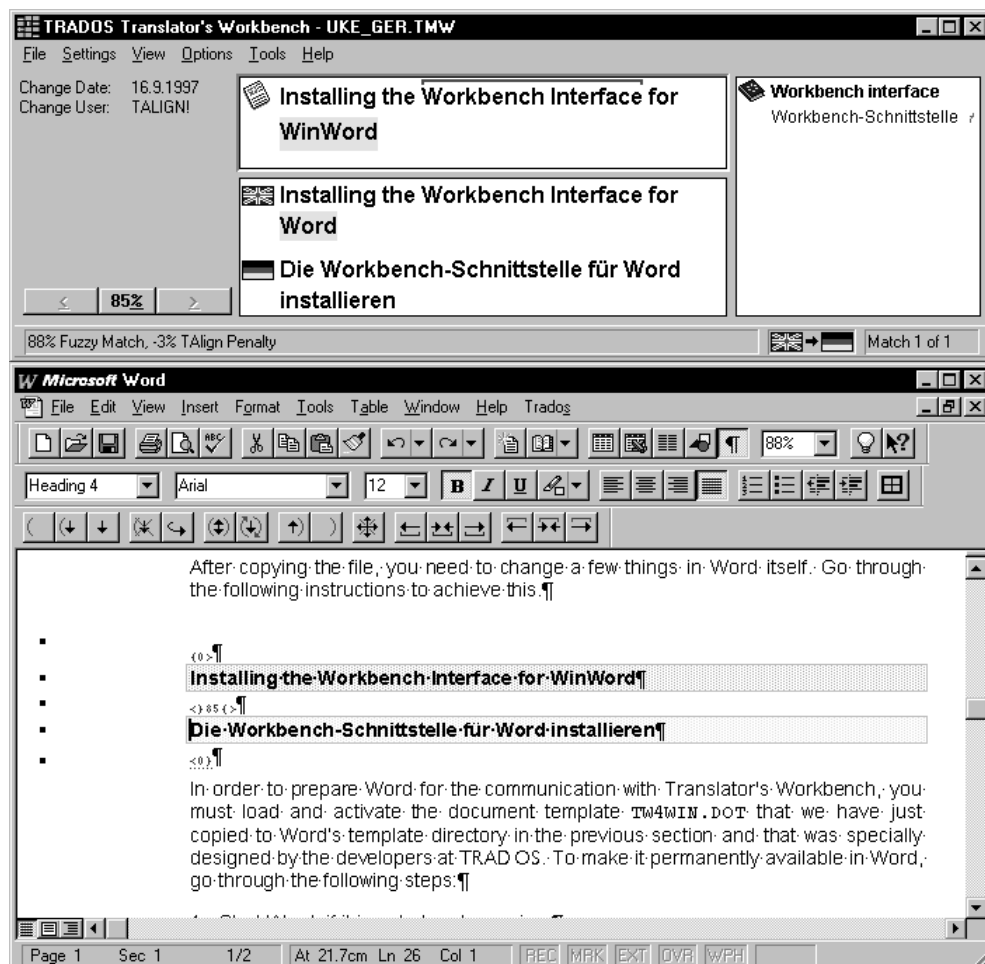


Figure 3-30: Using Translator’s Workbench to Translate a Similar Text

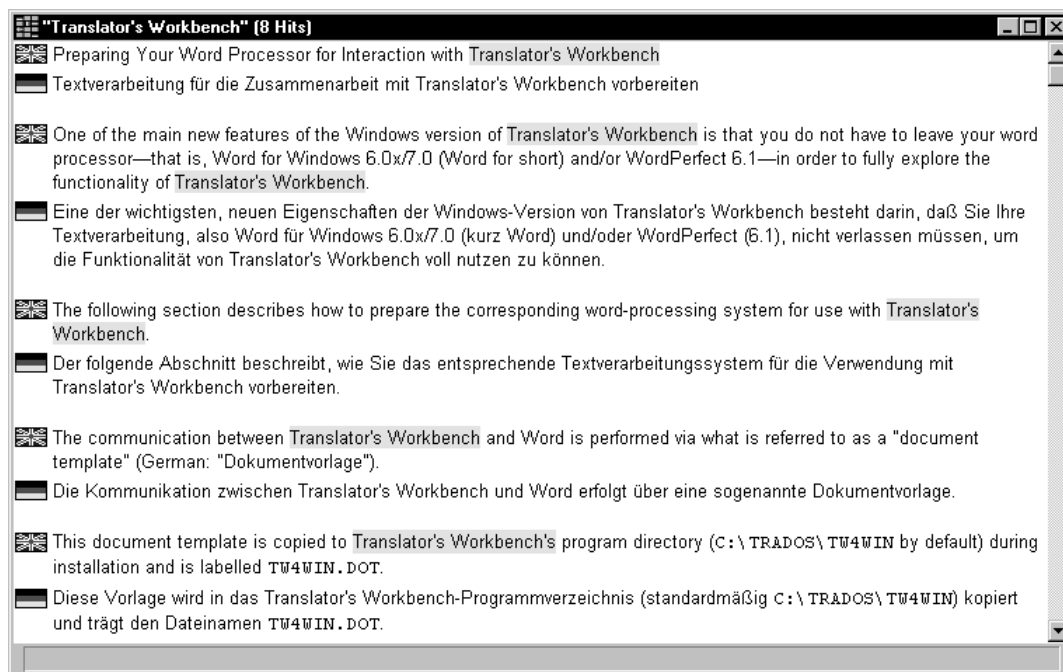


Figure 3-31: Performing a Concordance Search in the Aligned TM

For more information on program functions and options, please press [F1] to consult WinAlign's online Help. It is fully context-sensitive and features, among other things, hot spot graphics of WinAlign's main program windows (Project window, Alignment Editor, etc.).

For more information on how to handle the file formats WinAlign supports, please refer to the following chapter, "How to Align Different File Formats."

4. How To Deal With Specific File Formats

4.1 Introduction

This chapter discusses two categories of files: *WYSIWYG* and *non-WYSIWYG*. By “WYSIWYG” is meant “What You See Is What You Get.” The formats which fall into this category are Word RTF, online Help RTF, and HTML files. WinAlign’s Alignment Editor displays all these formats in the same way as in their originating environment. This means, for instance, that a bold word in HTML will also appear bold in the Alignment Editor.

The “non-WYSIWYG” file format is tagged. The original file format, e.g. FrameMaker MIF, is converted to a tagged format and then aligned. The tags represent information on fonts, character styles, formatting, the position of text (i.e. whether it is in the “Body” of a document or in a “Table”, for example), etc.

WinAlign supports the following file types in a “tagged” format: FrameMaker, Interleaf, SGML, DCF BookMaster, RC, Ventura and Troff. “The S-Tagger” is a Trados tool developed by ITP Ltd. which converts FrameMaker (MIF) and Interleaf (ASCII) files into a tagged format called “STF”. STF files can then be aligned. The other file formats mentioned above are all marked up by means of macros which are included in a WinAlign template (WinAlign.dot). When this template is attached in Word, you can run any one of the macros by going to the **Tools** menu, selecting **Macro** and clicking on, e.g., **WinAlignPrepareVentura** (more about this later).

WinAlign recognises two different types of tags – “tw4winInternal” and “tw4winExternal”. The external tags are ignored by WinAlign. The internal tags contain information on formatting and styles etc. and are shown as tag placeholders (“{TAG}”) in the Alignment Editor.

If you need to know more about WinAlign’s and Translator’s Workbench’s tag handling feature, see Translator’s Workbench User’s Guide as well as the on-line Help and the relevant S-Tagger manuals.

As Word files, Windows RTF Help files, HTML files, and S-Tagger (STF) files are the most common file formats aligned by Trados customers, these are dealt with in some detail in this chapter. As for file preparation of FrameMaker and Interleaf files, this is covered extensively in the relevant S-Tagger manuals. Finally, there are some pointers on how to deal with less common file formats such as Corel Ventura and PageMaker.

Under the Heading “File Set-Up,” tips are given on what to include in your files and what not to include. It is acknowledged that project managers and translators frequently do not have much control over the set-up of files, but this information could be communicated to technical writers. It is, after all, in everybody’s interest that files be optimised for alignment using WinAlign.

Note

Please note that the information on file preparation and file set-up are recommendations only. You may find that some recommendations do not apply to your file set-up.

4.2 Microsoft Word Files

The “Getting Started” chapter contains extensive information on how to align Microsoft Word RTF files. This is why only the most important points are repeated here. However, this section goes beyond the pure alignment stage by pointing out some useful preparation steps and introducing a general alignment strategy.

4.2.1 File Preparation

The following file preparation instructions are recommendations only. You may find that some of the preparation work is not needed in your particular alignment project.

In the alignment preparation phase, one part of the preparation work can be done on representative files, while other tasks might need to be carried out throughout all files.

First, pick a representative source and target file from your alignment file pairs and check them in the following respects:

- Identify paragraph styles that can be used for WinAlign’s structure recognition (e.g. “Heading 1”, “Heading 2”, and so on). If no styles are used, try Word’s AutoFormat feature to automatically apply styles to the document(s). For more information, see the hints & tips under “Setting Structure Recognition Options” in the “Getting Started” chapter and Word’s online Help.
- Accept all revisions (if any) in the files.
- Re-sort sorted lists so that the target files matches the sequence of the source files.
- Save the files in RTF format.

After you have successfully carried out these preparatory steps on the representative files, repeat the same preparation tasks on all files as applicable.

4.2.2 Alignment Strategy

When creating a new WinAlign project of Word files, make sure to define the following options in addition to format-independent settings such as source and target language, abbreviation lists, etc., which are not covered here:

- In the **General** tab of the **WinAlign Project** dialog, make sure to choose “Word Documents” as file type.
- In the **Alignment** tab, define the weighting of the various tuning options according to the specific document features of your alignment pairs (formatting, numbers, etc.).
- In the **Structure Recognition** tab, set the structure recognition depth and add the styles you have identified or created under “File Preparation” above.

Run the first alignment of a representative file pair and spot-check the result. If necessary, alter the **Alignment** and **Structure Recognition** options to accommodate the specific document features of your alignment pairs. Repeat this procedure on the representative file pair until you

are satisfied with the initial alignment result. Sometimes, for example, it might prove better to set the structure recognition depth to **Level 2** instead of **Level 4** even if your documents have such a deep structure.

After adjusting the alignment and structure recognition options to your satisfaction, you are ready to run the alignment of the whole project. After the alignment, check, edit, and run re-alignments as necessary. Once you are satisfied with the project alignment, export the results as convenient.

Under the next section, “Online Help Files,” you will find a workflow summing up the alignment strategy for Word and online Help files.

4.3 Online Help Files

Many of the issues pertaining to the set-up of Word files are also relevant for online Help RTF files, cf. section 4.2. This is why we will only point out some special features in these files that are relevant for alignment purposes.

4.3.1 File Preparation

In addition to what has been said with regard to the preparation of Word files, you might want to check the formatting and use of footnotes and hypertext links in your online Help files.

Footnotes

WinAlign aligns all footnotes containing translatable text, that is, Title (\$) and Keyword (K) footnotes. In the Alignment Editor, these footnotes appear within “[FN]” brackets to facilitate alignment review.

It is generally preferable not to have long strings of text attached to Keyword footnotes. WinAlign will treat these as single segments. For example, if you have a footnote such as the following:

^K Trados Translator's Workbench; Workbench; Translator's Workbench

WinAlign will align this as *one* segment. Later, during translation with Workbench, no 100% match will be found unless *exactly* the same segment occurs in the translation memory. Even if the phrases “Trados Translator's Workbench”, “Workbench” and “Translator's Workbench” occur individually in the translation memory, there will be no 100% match.

If, on the other hand, there is a separate Keyword footnote for *each* of these phrases, then any time the phrase occurs, it will be suggested as a 100% match. Please note that having separate Keyword footnotes does not affect the functionality of the Help files if they are joined again at the final stage. So you might want to split them before alignment, and re-join them after translation with Workbench.

Jumps and Popups

WinAlign recognises jump and popup links in online Help files and uses them as clues during the alignment process. For example, it will consider an alignment unit as more probable if both segments contain the same hidden text in a jump link.

If your online Help files include paragraph styles containing the property “Double Underline” where there is also hidden text in the paragraph, you might want to change this throughout all

files in your project. This leads to problems with recognition of the Context ID as a jump or popup link during alignment. The context ID should be formatted as “hidden” only.

The following example shows an online Help file pair in the Alignment Editor. This file pair is also included in your WinAlign installation in the Demo\HelpRTF subfolder for you to use for demo purposes. It features jumps, popups, and footnotes.

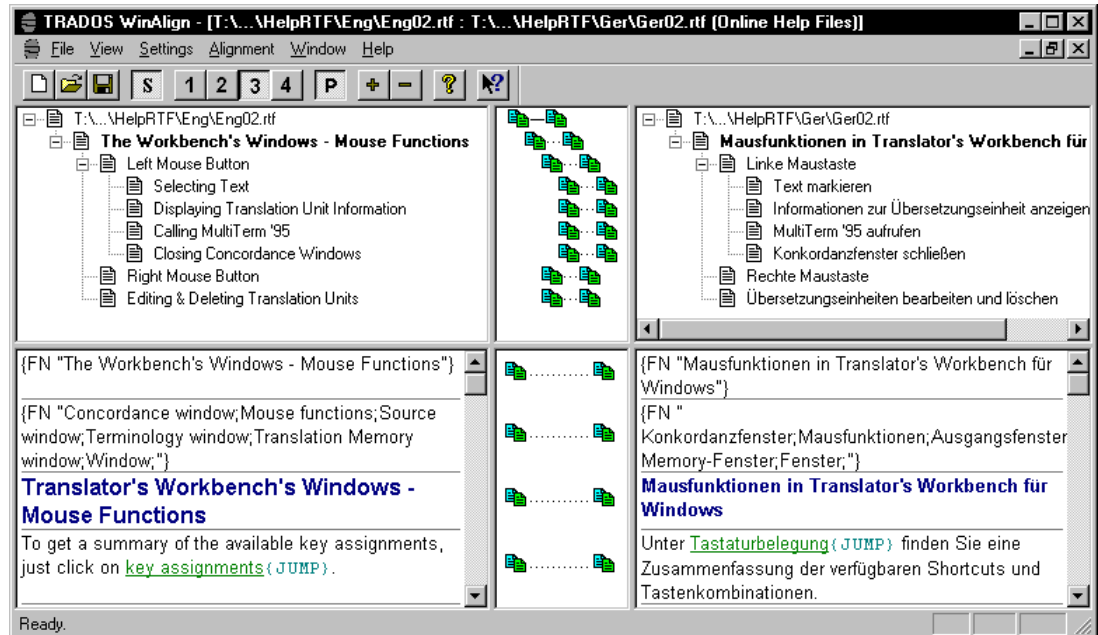


Figure 4-1: Aligning Online Help Files

4.3.2 Alignment Strategy

When creating a new WinAlign project of online Help files, make sure to define the following options in addition to format-independent settings such as source and target language, abbreviation lists, etc., which are not covered here:

- In the **General** tab of the **WinAlign Project** dialog, make sure to choose “Online Help Files” as file type.
- In the **Alignment** tab, define the weighting of the various tuning options according to the specific document features of your alignment pairs (formatting, numbers, etc.).
- In the **Structure Recognition** tab, set the structure recognition depth and add the styles you have identified as described under Microsoft Word file preparation under section 4.2.1 above.

Important

Since manual page breaks always start a new topic in online Help files, WinAlign considers them as structure elements. As a result, it will always assign the title text following the page break to structure level 1. The style you define for structure level 1 will be treated as a level 2 element, your level 2 style will be treated as a level 3 element, and so on.

It's best to clarify this behaviour with the help of an example. Let's assume your online Help files contain Heading 1, Heading 2, and Heading 3 styles. In this case, you could assign style Heading 2 to Level 1 and Heading 3 to Level 2, as depicted below:

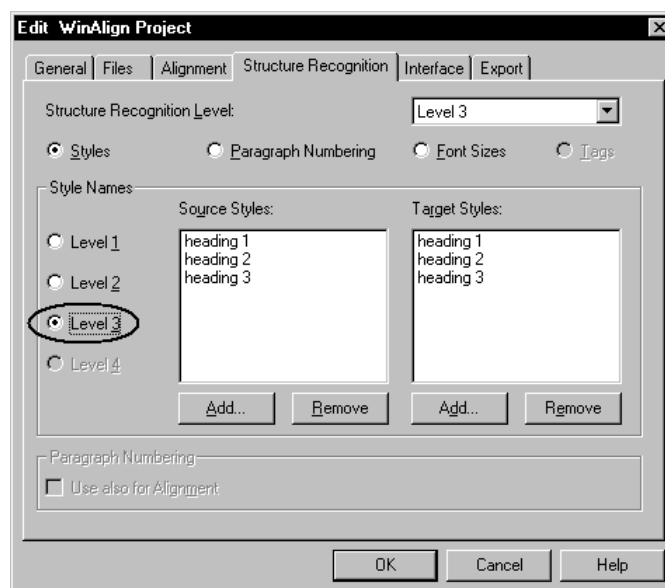
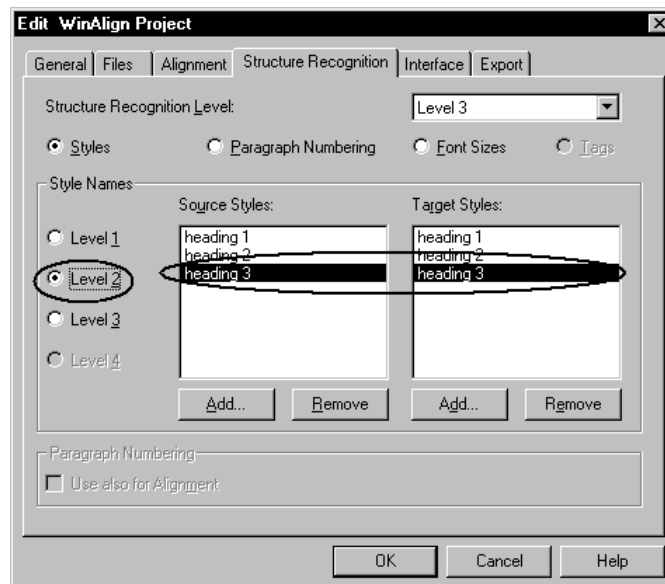
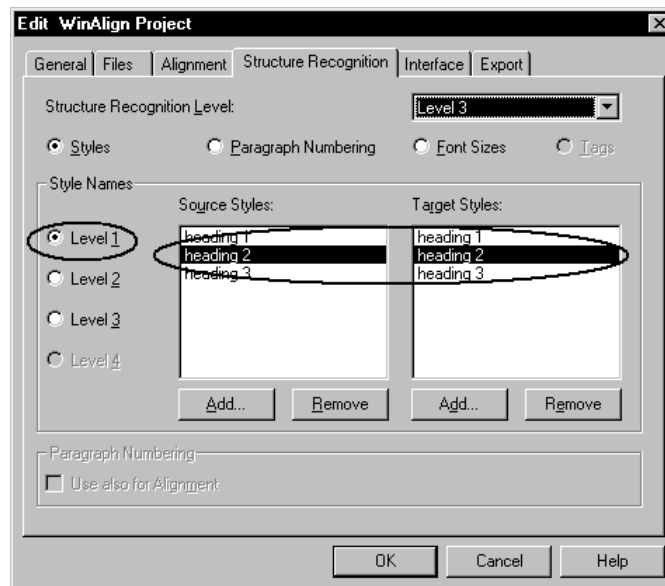


Figure 4-2: Defining Structure Recognition Levels for Online Help Files

The result will appear as this in the outline area:

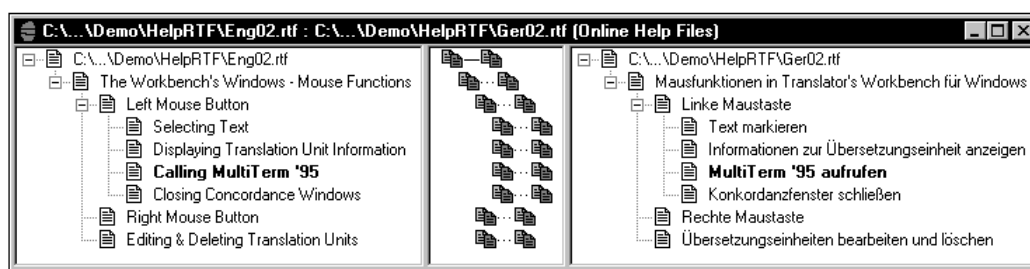


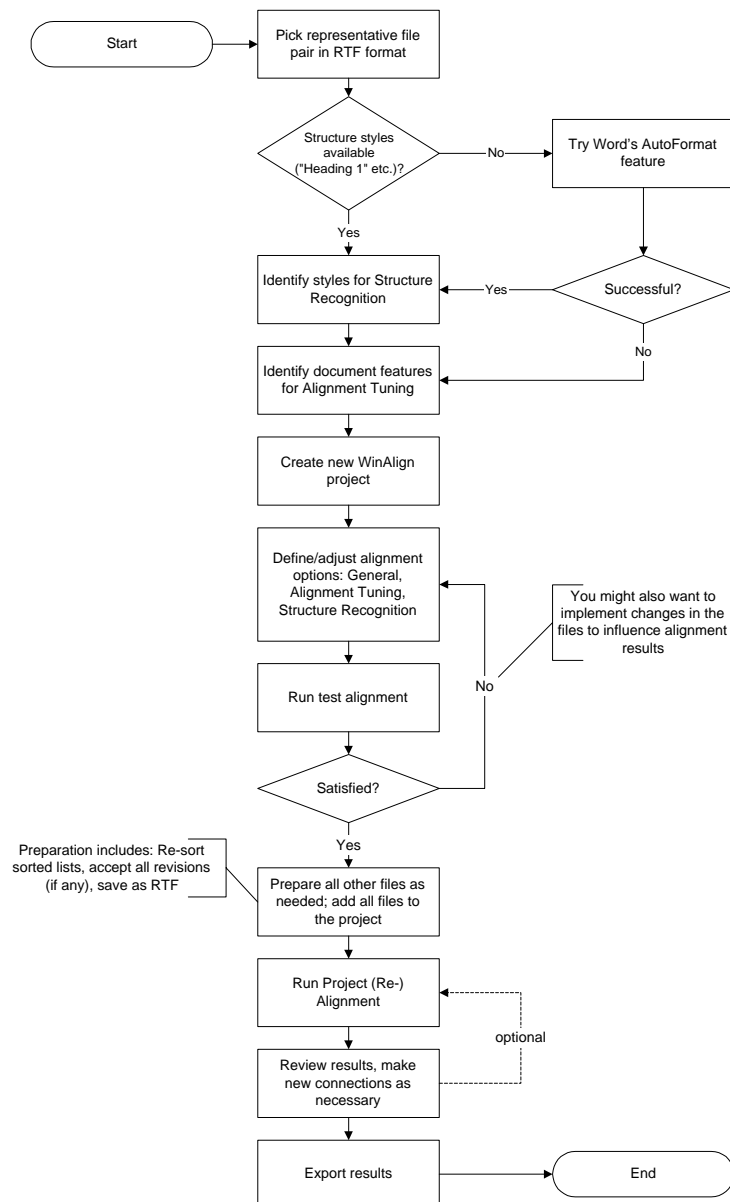
Figure 4-3: Structure Recognition Results

Note that in many cases, it might not be necessary to define structure recognition settings at all. This could be the case if the pages in your online Help files are very short. In this case WinAlign's automatic structure recognition via page breaks may be sufficient.

As for other alignment project settings, please refer to what has been said for Word files in section 4.2.2.

The following workflow sums up the file preparation and alignment strategy for Word and online Help files.

Alignment Strategy and Workflow for MS Word and Windows Help Files



4.4 HTML Files

WinAlign supports the alignment of HTML files in WYSIWYG fashion. This means that it displays them fully formatted in the same way as in your browser. The only exception to this rule are tags that do not carry formatting information but can still occur inside sentences. An example of such a tag is the anchor tag `<A HREF>` or the pre-formatting tag `<PRE>`. Such tags will be spelt out as is and shown in red in the Alignment Editor (see the WinAlign screen shot below).

4.4.1 File Preparation

No major file preparation is needed. You can include all HTML files to be aligned without further ado. The only thing you might want to check is if the files contain alphabetically sorted lists. If they do, re-sort the lists so that the target files matches the sequence of the source files.

Tip

If your HTML files are spread over several subfolders, it's a good idea to use the Windows Find Files function in conjunction with the Drag & Drop support in WinAlign to add your source and target files to the alignment project. Follow these steps:

1. In WinAlign, from the **Settings** menu, choose the **Project** command to open the **Edit WinAlign Project** dialog. Click the **Files** tab. WinAlign is now ready for Drag & Drop.
2. From the Windows **Start** menu, open the **Find** submenu, and choose the **Files or Folders** command.
3. Use the **Browse** button to locate the root folder of your source HTML files.
4. In the **Named** box, type *.htm; *.html.
5. Click the **Find Now** button. Windows will look through all folders containing HTML files and list them in the lower part of the **Find Files** dialog.
6. You can now drag & drop all desired files from the **Find Files** dialog into the WinAlign source or target file list as needed.

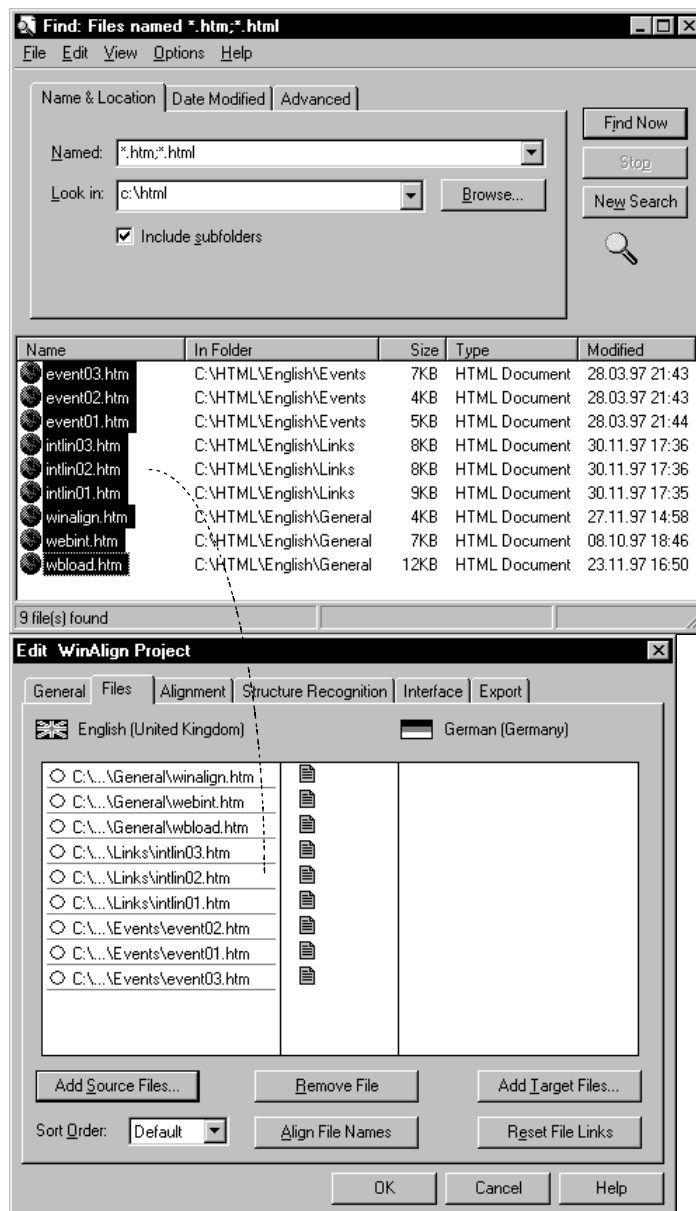


Figure 4-4: Using Drag & Drop to Add Files to the WinAlign Project

4.4.2 Alignment Strategy

When creating a new WinAlign project of HTML files, make sure to define the following options in addition to format-independent settings such as source and target language, abbreviation lists, etc., which are not covered here:

- In the **General** tab of the **WinAlign Project** dialog, make sure to choose “HTML Files” as file type.
- In the **Alignment** tab, define the weighting of the various tuning options according to the specific document features of your alignment pairs. In the case of HTML, this mainly concerns the **Tags** setting.
- In the **Structure Recognition** tab, you only need to set the structure recognition depth. WinAlign automatically identifies and assigns the HTML heading tags (<H1>, <H2>, etc.) to the structure recognition levels 1–4. This is why the levels are de-activated when HTML has been chosen as file type.

Run the first alignment of a representative file pair and spot-check the result. If necessary, alter the **Alignment** and **Structure Recognition Depth** options to accommodate the specific document features of your alignment pairs. Repeat this procedure on the representative file pair until you are satisfied with the initial alignment result. Sometimes, for example, it might prove better to set the structure recognition depth to **Level 2** instead of **Level 4** even if your HTML files have such a deep structure.

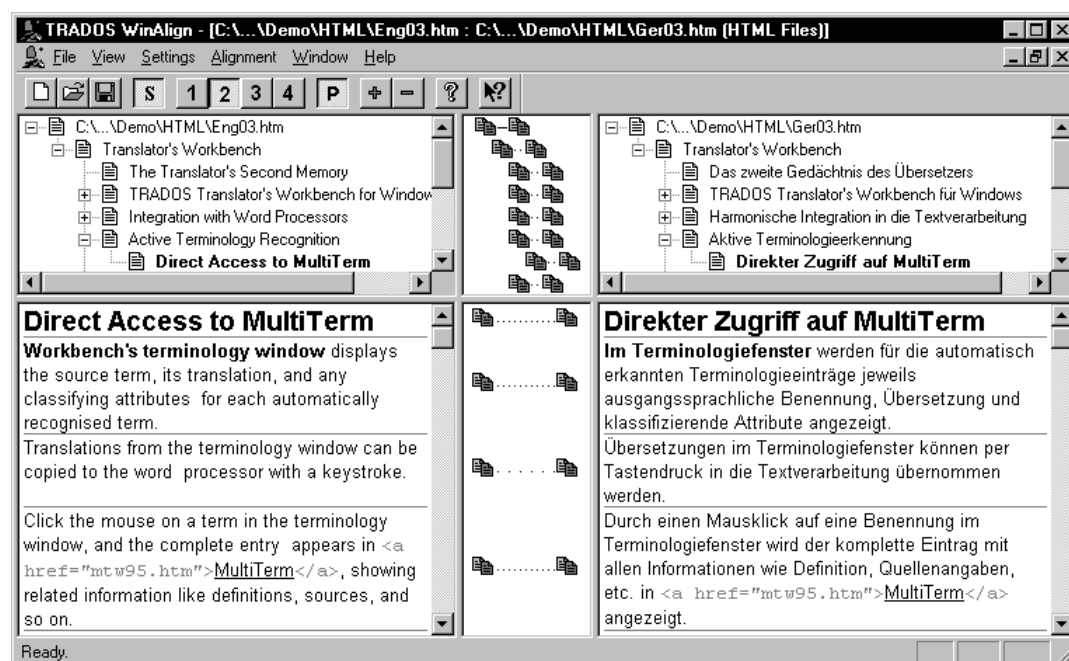


Figure 4-5: Aligning HTML Documents

After adjusting the alignment and structure recognition options to your satisfaction, you are ready to run the alignment of the whole project. After the alignment, check, edit, and run re-alignments as necessary. Once you are satisfied with the project alignment, export the results as convenient.

Note

Although WinAlign shows formatting changes inside HTML segments in the same way as in your browser, the program exports this formatting information as tags in “tw4winInternal” style (see “Introduction” above). This means that the tags are exported in such a way that they will be recognised properly during translation with Translator’s Workbench. A word formatted in bold, for instance, will be exported as `word`, and both tags will have the character style “tw4winInternal.”

4.5 S-Tagger (STF) Files

The S-Taggers for FrameMaker and for Interleaf convert FrameMaker MIF and Interleaf ASCII files into a tagged text format called “STF”, which can be aligned using WinAlign. The current version 2.0x of The S-Tagger for FrameMaker supports FrameMaker 4.x, 5.x (including 5.5), FrameBuilder 1.x and FrameMaker + SGML 5.x. The current version 1.0x of The S-Tagger for Interleaf supports Interleaf versions 5.2 and upwards.

WinAlign treats STF tags as either internal or external tags with the style “tw4winInternal” or “tw4winExternal”. The external tags are ignored during alignment, but they can be useful during the alignment preparation process (see below). They do not appear in WinAlign’s Alignment Editor nor in the exported text file for use as a translation memory. The internal tags are shown as tag placeholders (“{TAG}”).

File set-up and the translation preparation process are covered extensively in User’s Guides for The S-Tagger for FrameMaker and The S-Tagger for Interleaf and will, therefore, not be covered in detail here. The main steps involved are summarised below. If you need to know more about these steps, please refer to The S-Tagger’s User’s Guides.

4.5.1 File Set-Up and Preparation for FrameMaker Files

To prepare FrameMaker files for alignment, follow these steps:

1. Please use the following as a check list and refer to Chapter 4 of The S-Tagger 2.0x for FrameMaker User’s Guide for more information:
 - ✓ Turn off all Change Bars
 - ✓ Delete all hard returns which have been inserted to improve the appearance of a paragraph
 - ✓ For alignment purposes, it is not necessary to ensure that Art files containing text, or which have Callout text, are contained within Anchored Frames. However, expect to get warning messages when converting from MIF to STF if you have not ensured that they are contained within anchored frames. You can ignore these warning messages
 - ✓ Set any Conditional Text Styles (or Formats) which should be included in the translation memory to “Show”
 - ✓ Update Cross-References
 - ✓ Save the files as MIF
2. Open the MIF files again in FrameMaker and verify that no MIF errors are reported
3. Convert the files to STF (RTF format) using The S-Tagger 2.0x for FrameMaker
4. Open the MIF files again in FrameMaker and verify that no MIF errors are reported
5. You are now ready to commence alignment of the STF files

4.5.2 File Set-Up and Preparation for Interleaf Files

To prepare Interleaf files for alignment, follow these steps:

1. Please use the following as a checklist and refer to Chapter 4 of The S-Tagger for Interleaf User's Guide for more information:
 - ✓ Open each Interleaf file. Make sure that the correct fonts are installed on your system and that they are recognised by Interleaf
 - ✓ Ensure that any relevant Control Expressions are set
 - ✓ Turn off Revision Tracking and ensure that there are no Revision Markers in the files
 - ✓ Check for "NOTAG" references and update each one
 - ✓ Check that all Graphics and Art files are contained within Anchored Frames
 - ✓ Ensure that all Anchored Frames which contain either Microdocuments or Text Strings or Chart Labels, are positioned at either the beginning or end of a paragraph of text
 - ✓ Turn off Automatic Hyphenation
 - ✓ Look at each Text String in the document. If a sentence is broken into two or more Text Strings, consider replacing the Text Strings with a single Microdocument
 - ✓ Scan through the document for occurrences of Hard Returns, and take appropriate action if you find any (see The S-Tagger for Interleaf User's Guide - Chapter 4)
 - ✓ Scan through the document for any instance of a cosmetic Hard Return. Delete these where appropriate (see The S-Tagger for Interleaf User's Guide - Chapter 4)
 - ✓ Save the files as ASCII
2. Open each ASCII file again in Interleaf and verify that no errors are reported in the Opening/Saving Messages Window
3. Convert the files to STF (RTF format) using The S-Tagger for Interleaf
4. Assess any errors reported and make any necessary changes to the source Interleaf files (Repeat steps 2 through 4)
5. You are now ready to commence alignment of the STF file.

4.5.3 Enabling Structure Recognition for STF Files

In contrast to the file types described above (Word, online Help, HTML), STF files do not contain styles such as "Heading 1" that can be used for structure recognition in WinAlign. However, in almost all cases, they contain external tags that do carry structure information in the form of paragraph style ("`<ps . . .>`") tags. In the following examples,

```
<ps "Head 1" 1>TRADOS<:fc 1>®<:/fc> Translator's Workbench for Windows  
<ps "Head 2" 4>The Translator's Second Memory
```

the two `<ps . . .>` tags are placeholders for different heading levels in the original FrameMaker or Interleaf file.

Using a Macro to Apply Word Heading Styles

With a small macro, it is possible to apply the Word built-in Heading styles to such paragraphs in the STF file. You can find an example of such a macro in the document template WinAlign.dot that was copied to the WinAlign program folder during installation (\Program Files\Trados\WinAlign by default). You can open this document template in Word. The macro is called **WinAlignPrepareSTF**; feel free to change it to fit your STF files.

The basic problem is that you never know just how the different heading levels have been called by the author of the original FrameMaker or Interleaf files. It could be `<ps "Head 1">` as in the example above, but it could also be `<ps "Ueberschrift 1">` or whatever the author chose to call the heading style.

The sample macro **WinAlignPrepareSTF** applies the Word style “Heading 1” to all paragraphs containing the external tag `<ps "Head 1">`. The style “Heading 2” is applied to all paragraphs with the external tag `<ps "Head 2">`, and so on. To adapt the macro to your STF files, change *all* lines containing the following code:

```
EditReplace .Find = "ps " + Chr$(34) + "Head 1" + Chr$(34), .Replace = "",
.Direction = 0, .MatchCase = 0, .WholeWord = 0, .PatternMatch = 0,
.SoundsLike = 0, .ReplaceAll, .Format = 1, .Wrap = 1, .FindAllWordForms = 0
```

You only need to change the part in bold. Simply replace it with the paragraph style name(s) used in your STF files for heading levels. To achieve this, open a representative STF file and look for the tags starting with `<ps...>`. You will almost certainly find tags that can be used to apply Word Heading styles. Once you have edited the macro according to your requirements, you can run it on all STF files that you want to align.

Manually Applying Word Heading Styles

If you don't want to edit the macro but still would like to enable structure recognition by applying Word Heading styles, you can also use Word's **Replace** command, as follows:

1. Open the STF file(s) in Word, if you have not already done so.
2. As a first step, you must create Word's Heading styles in the STF file so that you can apply them later on. To achieve this, from Word's **Format** menu, use the **Style** command. The **Style** dialog appears.
3. From the **List** drop-down list, choose **All Styles**.
4. In the **Styles** list, choose “Heading 1”, and click **Apply**. Repeat steps 2-4 for all “Heading” styles up to “Heading 4.” The Heading styles have now been created in the document.
5. Look for `<ps...>` tags that might be candidates for applying the “Heading 1” through “Heading 4” styles. It's best to write the tags down somewhere.
6. From Word's **Edit** menu, select **Replace**. The **Replace** dialog appears.
7. In the **Find What** box, type the text within the `<ps...>` tag. Make sure to not include the angle brackets nor the number following the style name. For example, if the tag reads `<ps "Head 1" 1>`, you would type `"ps "Head 1"`, as depicted below.
8. From the **Style** drop-down list, choose “tw4winExternal”.
9. Click inside the **Replace** box.
10. From the **Style** drop-down list, choose “Heading 1”.
11. Click **Replace All**. Word now applies the “Heading 1” style to all paragraphs containing the tag specified under step 7.
12. Repeat the same procedure for all `<ps...>` tags that you could identify. Make sure to apply different Heading styles as required.

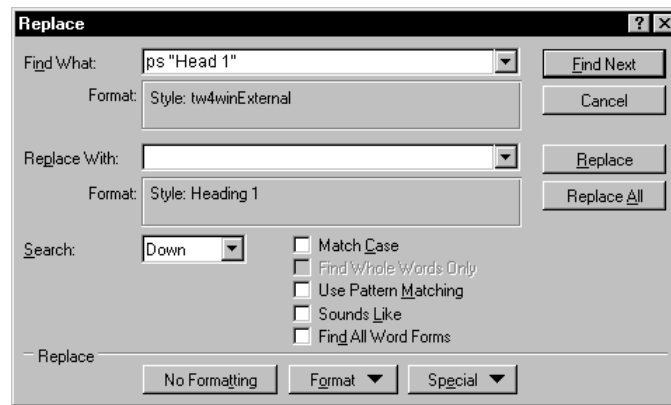


Figure 4-6: Applying Word Heading Styles to PS Tags

Example

If you want to play around with samples before using the procedure above for your own STF files, you can use STF demo files shipped with WinAlign. They are located in the \Demo\STagRTF subfolder of WinAlign's installation folder. The files Eng04Plain.rtf and Ger04Plain.rtf are plain STF files without Word Heading styles. The files Eng04Structured.rtf and Ger04Structured.rtf are the same files after running the macro **WinAlignPrepareSTF**.

4.5.4 Alignment Strategy

When creating a new WinAlign project of STF files, make sure to define the following options in addition to format-independent settings such as source and target language, abbreviation lists, etc., which are not covered here:

- In the **General** tab of the **WinAlign Project** dialog, make sure to choose "Word Documents" as file type. In the current version of WinAlign, the program treats S-Tagger files in the same way as Word documents.
- In the **Alignment** tab, define the weighting of the various tuning options according to the specific document features of your alignment pairs (formatting, numbers, etc.).
- In the **Structure Recognition** tab, set the structure recognition depth and add the styles you have applied under "Enabling Structure Recognition" above. If you did *not* follow the procedure described in that section, set the structure recognition depth to "Ignore."

Run the first alignment of a representative file pair and spot-check the result. If necessary, alter the **Alignment** and **Structure Recognition** options to accommodate the specific document features of your alignment pairs. Repeat this procedure on the representative file pair until you are satisfied with the initial alignment result. Sometimes, for example, it might prove better to set the structure recognition depth to **Level 2** instead of **Level 4** even if your documents have such a deep structure.

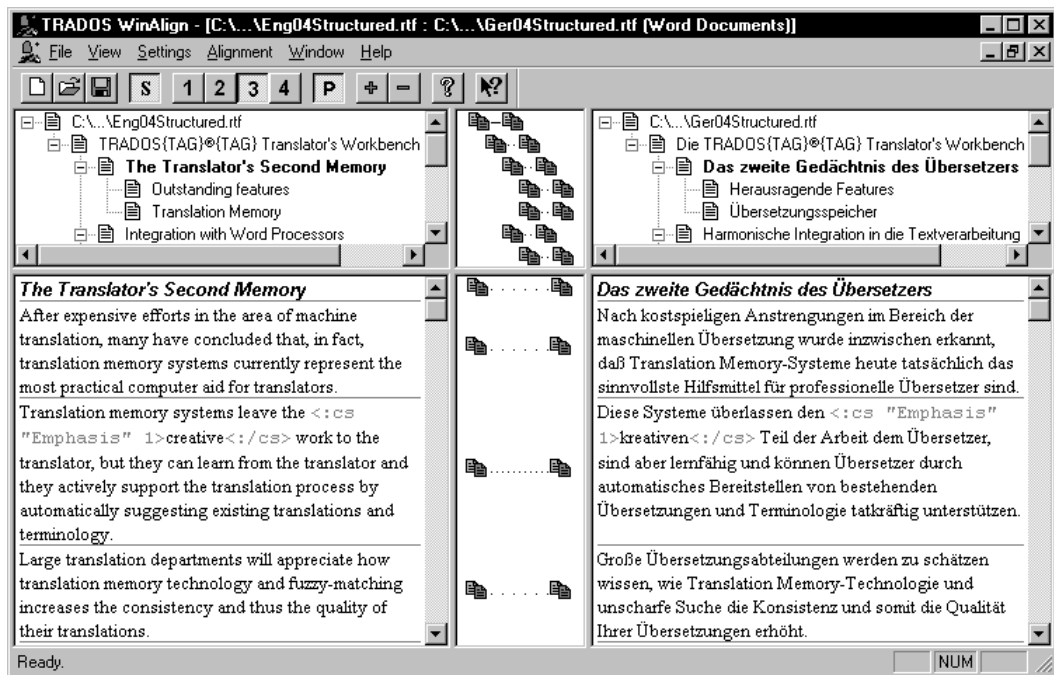


Figure 4-7: Aligning STF Files

After adjusting the alignment and structure recognition options to your satisfaction, you are ready to run the alignment of the whole project. After the alignment, check, edit, and run re-alignments as necessary. Once you are satisfied with the project alignment, export the results as convenient.

4.6 All Other Supported File Formats

All other supported file formats (Corel Ventura, Troff, RC, and so on) are aligned in a similar fashion to STF files. Please refer to the relevant sections above. As for preparation of these files for alignment, macros are included in the WinAlign.dot file.

4.6.1 File Preparation

To run the macro on your particular file format, follow these steps:

1. Save the files as Tagged Text in the originating environment.
2. Open the files in Word as Text Only, and save them out as RTF.
3. Attach the WinAlign template (WinAlign.dot).
4. Select **Macro** from Word's **Tools** menu.
5. Select the macro for your file format. For example, for Ventura files, you would use **WinAlignPrepareVentura**.
6. Click **Run**.
7. The macro marks up tags in the file with the styles tw4winExternal and tw4winInternal. Note: The macro runs on one file at a time.
8. Repeat this procedure for all files. You are now ready to start the alignment.

4.6.2 Alignment Strategy

When creating a new WinAlign project of your files, make sure to define the following options in addition to format-independent settings such as source and target language, abbreviation lists, etc., which are not covered here:

- In the **General** tab of the **WinAlign Project** dialog, make sure to choose “Word Documents” as file type. In the current version of WinAlign, the program treats all files containing tw4winInternal and tw4winExternal tags in the same way as Word documents.
- In the **Alignment** tab, define the weighting of the various tuning options according to the specific document features of your alignment pairs (formatting, numbers, etc.).
- In the **Structure Recognition** tab, set the structure recognition depth and add the styles you have applied as described under “Enabling Structure Recognition” above. If you did *not* follow the procedure described in that section, set the structure recognition depth to “Ignore.”

Run the first alignment of a representative file pair and spot-check the result. If necessary, alter the **Alignment** and **Structure Recognition** options to accommodate the specific document features of your alignment pairs. Repeat this procedure on the representative file pair until you are satisfied with the initial alignment result. Sometimes, for example, it might prove better to set the structure recognition depth to **Level 2** instead of **Level 4** even if your documents have such a deep structure.

After adjusting the alignment and structure recognition options to your satisfaction, you are ready to run the alignment of the whole project. After the alignment, check, edit, and run re-alignments as necessary. Once you are satisfied with the project alignment, export the results as convenient.

