

COMPUTER AIDED TRANSLATION

CafeTran 2010

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CafeTran Handbook

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Flash start

Below guide shows simple steps to begin with the program.

Let us assume the following:

- The source document TransSample.docx is in MS Word format.
- The translation is from Polish into English.
- We will set up a new TMX memory.
- We will make use of Google Translate as an example of a Web resource.

How to open a source document and memories

- In the Project dialog click the Document button and choose the source document TransSample.docx.
- In the Open File dialog select the format of the document - Ms Word XML/2007.
- Back in the Project dialog select Source and Target languages. Make sure that the Tool-id field is set to CafeTran.

Select the Memory info tab and check in "New Project Memory" box
In the Memory info tab, if necessary, check in the Memory box and click the Memory button to open other memories.
If you choose a folder instead of a file after clicking the Memory button, all memories in this folder will load.
Click OK in the Project dialog. The source document and memories will open in the tabbed windows.

How to access more memories

Go to the Memory menu and choose New or Open memory...
In the Memory dialog type or select the language pair and click OK.
The new or existing memory will open in the tabbed window.

How to access Google Translate

Go to Edit | Options dialog.
Activate Google Translate and click OK.
The Google translate window opens.
The default setting for Google is Spanish - English so please, go back to the Options dialog and choose Polish - English.

Start the translation process

Select the window with the source document and click Start translation in the Workflow menu or the button in the target segment toolbar.
The new tabbed window with frequent terms opens and the translation begins.

How to organize the view

We have now five tabbed windows so let's make the view a bit more comfortable.

First, join the Memory window with Segments view by clicking with the right mouse button in the title of the Memory tab and choosing "Dock window to segment view".
Next, join the Google Translate window with the Source document. Just choose one of the two windows, click with the right mouse button at the tab and select "Synchronize with...".
Using the same method as above you may join the Freq. terms window.

Now go with the flow

By using the target segment toolbar buttons or keyboard shortcuts proceed with the workflow.

Click "Next segment" button and you will see the first segment in the source window.
Based on the Google Translate results and matches from the memory provide the translation in the target window. Use keyboard shortcuts for transferring any good matches as well as mouse selection.
Press F2 to pop-up the matches from all memories and glossaries. Press F1 to see the Machine Translation based on the matches.
The powerful auto-completion function will remember not only longer words as you type but also exact matches in the memory or glossaries and results from Google Translate.
Click "Add segment to memory" button to add it to the memory and take the next segment.
If you wish to join two segments together click the "Append source segment" button. If you see any numbered tags in the source window, please transfer them to the target window using F3 or Alt-9 keyboard shortcuts to keep the formatting. The tags can also be transferred by typing the tag number and pressing the Esc key.
To go back to some previous segment, click the Review translation button.
Continue like this until the end of the source document.
During the translation you may want to preview the translation done so far. Just choose Workflow | Preview document. The preview document will be created in the same directory as the Project file.
When finished, disconnect the synchronized windows by clicking at the tab with the right

mouse button and choosing "Unsynchronize".

How to export the translated segments

Choose in the menu Workflow | Export translation or click the "Export target segments" button. The target document is in the same directory as the source document. Open the target document in Ms Word and check the result.

Documents and Resources

CafeTran editor handles the following document formats:

- Text.
- HTML.
- XML.
- OpenOffice.
- MS Office (2003 or later).
- Adobe Indesign
- AutoCAD
- DTP Tagged Text
- iWork.
- Abiword.
- KWord.
- Image (jpg, gif, png).
- TTX, TMX and XLIFF files.
- Unclean .docx or .odt files.

One of the main design goals was using CafeTran for translation of the documents which are not available in the editable form such as image, scanned or just paper documents lying in front of you on the desk.

CafeTran offers a very flexible interface for the creation, access and search of various types of resources such as:

- Dictionaries.
- Glossaries, which are a kind of specialized dictionaries (a glossary of state institutions, for example).
- Internet (Google search engine or KudoZ glossaries, for example).
- Images (various image references such as scanned dictionaries and other documents saved in an image format).
- Translation memories

As you will see later, each kind of a resource can be integrated in the translation workflow.

User interface

After the program has opened you can see the following user interface elements:

- The menubar
- The main toolbar with the resource search field
- Tabbed view for project, resources and document windows
- The source window with its toolbar
- The target window with its toolbar

The layout, colors and fonts of the windows can be changed to suit your preferences.

The layout can be changed in the View menu.

- Horizontal/Vertical
- Reverse
- Merged for image or paper translation
- Detach/Attach

Panoramic for big screens
Panoramic for laptops

Colors and the font are set in the Edit menu.

Background
Font color
Selection
Segment
Subsegment match
Tag
Font

To change a font and color, click on the window to be set, and then choose from the Edit menu respectively.

The background grid can be switched on/off in the menu Edit | Colors | Background grid.

Projects

CafeTran's project format follows the XLIFF specification, a widely accepted standard in the localization industry.

Creating a new project

Choose Project | New project from the menu.

Each project consists of one or more project files which represent documents for translation.

Adding a document to the project

Choose Project | Add file.

In the Project File dialog window click the Document button and choose your source document and its type.

Fill in the source and target language abbreviated names in the language fields of the project dialog. You can switch the languages just by clicking at one of the two labels.

Press OK button and the source document will open ready for translation.

Since one project can comprise a few files, you can put them all into one folder and add to the project. In the Project File dialog press the Document button and go to the folder with your files. When you set the folder path in the Document field, CafeTran will add all files in the folder to the project. Next, by choosing from Project | Files menu you can open each file for translation.

Saving the project

Choose Project | Save or Save project as.

In the dialog window give a name to you project and click the Save button.

Project is also saved automatically after adding a few segments to it.

Opening the project

Choose Project | Open project... from the menu.

In the Project chooser window select a project and press the button Open.

Memories

Translation memory is a kind of database for storing and retrieving your previous translations on the segment basis. The segment is usually a sentence or a paragraph. When the identical source language segment appears later during translation, its target language equivalent is automatically retrieved from the memory and presented to the translator as the exact match.

If such a match is not found in the memory, special algorithms try to find the closest match possible, which is often called a fuzzy match. Accuracy of fuzzy match search functions depends on the size of the translation memory. The bigger the memory is the more precise match you will get.

CafeTran's memory format follows the TMX specification, a widely accepted standard in the localization industry.

Memories in CafeTran can be used both for segments and terminology. Segment memories write in new segments in the workflow. Terms memories will write only phrases or terms which the translator selects from the current segment.

Both segment and terms memories are used by Autocompletion and Autotranslation functions.

Creating a new memory

Choose Memory | New memory from the menu.
In the Memory dialog type in the language codes of your language pair.
Check in "For segments" field if it is the segments memory or/and "For terms" field if you create a terminology base.
Press OK.

Saving the memory

Make sure your memory tab is selected.
Choose Memory | Save memory or Save memory as.
In the Save dialog window give a name to your memory and click the Save button.

Opening the memory

Choose Memory | Open.
In the Memory dialog type in the language codes of your language pair.
Check in "For segments" field if it is a segment memory or/and "For terms" field if you load a terminology base.
If you check in "Read only" field the memory will not write any new entries.
Press OK.

The Memory Access and Type settings can be changed later in the workflow by clicking with a right mouse button at the memory window and checking in/out the appropriate field from the menu.

You can open as many memories as you like and hook them all into the workflow.

Project memories

CafeTran allows fast creation and access to the memory which is meant for project segments. As you create a new project, check in the New Project Memory field in the Memory Info tab of the Project File window. This memory opens automatically together with the project.

The Memory Info tab makes it possible to open a memory or memories which are set in the Memory field. Check in this field, click on the Memory button and choose a memory or a folder with memories to be loaded.

Memory integration with the workflow

Memories have three type of integration with the workflow, which you can set in the Memory opening dialog.

Automatic: up to 20000 - 30000 units.
Pretranslation: for large memories with more than 30000 units.
Manual: for translation of only chosen segments.

Generally, if you notice some look-up slow down due to the memory size you should switch to

the Pretranslation mode where the response to your current segment query is instant.

For example, a typical workflow scenario would be to create a new memory for the project segments with Automatic integration and a large reference memory set in the Pretranslation mode for fast queries.

Adding segments to the memory

CafeTran adds new segments to the segment memory automatically in the workflow as you accept currently translated segment with the "Workflow | Add segment to memory" menu command.

Adding terms to the memory

Select a term or double click a word in the source or target language window and press "Add term to memory" button in the target window toolbar.

In the pop-up term window type or correct a source language term in the Source text area and its translation in the Target text area.

If you hold Ctrl key while pressing "Add term to memory" button, the selected entries are added without popping up the term window.

Press OK button.

Filtering memories

Choose Memory | Open memory in the menu.

Choose a memory and press Filter button in the Memory dialog window.

Keep newer duplicates (default) filter - overwrites older identical source segments.

Keep older duplicates filter - ignores new identical source segments which are already present in the memory.

Keep all duplicates filter - both newer and older identical source segments are kept in the memory.

Attributes filter - loads only the translation units that have a particular attribute's type and value.

Regular expression filter - loads only the translation units which contain a particular word, phrase or regular expression.

Languages filter - extracts only one language pair if your memory has units in more than two languages.

With Attributes, Regular expressions or Languages filter set, remember to save the filtered memory under some new name. Otherwise, you will overwrite the original memory file while saving!

Merging memories

Move all the memories to merge in one folder on your system.

Choose Memory | Open memory in the menu.

Select the folder in the File Chooser and press Open. In the memory settings window that follows you may set your filtering preferences for all the memories.

After loading is complete choose Memory | Save in the menubar to store units from all the memories in one memory file.

Editing the translation memory

Select memory window.

From the Memory menu choose Show contents.

Press Forward or Back button in the menubar to browse through the translation units.

Click on a translation unit that you want to edit.

In the translation unit window you can edit content, notes and attributes.

Press Memory | Save or Save as to store any changes that you made to the chosen translation memory.

Much more convenient edition of the memory can be done through the Project interface. Go to Project | Open Project menu and choose your TMX memory file. It will open for edition just like

any regular Project file and its segments are accessed by choosing the Next or Previous segment button in the target window toolbar.

Searching the translation memory

Check in Find | Memory Source or Target in the main menu.

Make sure your memory window is selected.

In the search field type a word, phrase or regular expression to find its occurrences in memory source or target segments.

Click the "Search" button and the list of translation units containing your search criteria will appear.

Hover the mouse over the links to see the content of the unit segment or click to edit them.

If you hold the Ctrl button while pressing the "Search" button, you can replace the search results with the content of the target language window or its selection.

Adding memories to the Library menu

Go to Library | New resource.

Select Memory.

Fill in the required fields in the following way:

Name:

Give the name of the new memory (if you are accessing an existing memory leave the field empty).

Path:

By clicking on the button, choose a directory of the new memory or the full path (along with the file) to the existing one.

Source language:

Give the short name (for example: pl) of the source language in the memory.

Target language:

Give the short name (for example: en) of the target language in the memory.

Author:

Give the name of the memory creator.

Encoding:

This field allows to specify an encoding for your memory. Unicode (UTF-8) is the default and generally it should not be changed unless your existing memory was created in a different encoding.

Press OK button and save the memory configuration file under some name in the Memories directory.

You can also make subdirectories of the parent directories and save the file there organizing your memories in a tree-like structure.

Opening memories from the Library

Select Library | Memories | Your memory.

In the memory settings window you can switch the languages direction.

Press OK button to load the memory.

Editing the Library configuration file

Select your memory tab.

Choose Library | Edit resource info from the menu.

Memory Import

You can also move segments from the project and entries from glossaries to the memory. Open an existing project or glossary, select a memory tab and click menu Memory | Import from project/glossary. Next, save the memory with new segments.

Joining Terms Memory

A terminology base in the TMX format can be joined with the main memory so that all matches are shown in the common window. Go to Memory | Join terms memory and choose your base to be joined. Make sure that language codes of the two memories match.

Automatic translation, fuzzy and exact subsegment matching

These functions make up the core of CafeTran's translation engine where the current segment is matched against the segment and terms memories.

Automatic translation (Automatic assembly function)

The function is highly dependent on the size of the memory. The bigger the memory is the more accurate results you can get. Glossaries can also be included by the function's algorithms. First, they need to be converted to the Terms memory as shown in the Conversions section.

Best fuzzy matches

The program gives three best fuzzy matches for the current segment. The default minimum threshold is 33% of accuracy and can be changed by setting the Best Match Threshold field in the Edit | Options | Memory dialog.

Exact subsegment matches

They are 100% matches for the subsegments of the current segment.

Fuzzy subsegment matches

They are the approximate matches for the subsegments of the current segment.

Fuzzy subsegment matches are shown with the examples in the full context. Move the mouse over the numbers of the hits to display the subsegment in the context.

Virtual matches

These are the best subsegment matches of all the fuzzy subsegment matches selected by the program. The Fuzzy to Virtual threshold can be set in the Edit | Options | Memory dialog.

All the results can be transferred to the target segment window either by clicking on the match header or mouse selection. The F2 keyboard shortcut is a convenient way of listing and transferring matches from all memories. The transfer of the best matches from all memories and autotranslation can be done via the Workflow menu and its shortcuts, e.g. F1, too.

Dictionaries and Glossaries

CafeTran offers a flexible interface to access and update your dictionaries in the workflow.

Glossaries are more specialized dictionaries such as terminology lists. They enable an automatic and fast look-up for any specific terminology that should be used in the translation.

This distinction between glossaries and dictionaries in CafeTran only affects the resource integration in the workflow. The lookup in glossaries is done "on the fly" each time you take a new segment, whereas the dictionary check happens when you click on the Search button in the main toolbar.

Creation and access to dictionaries

Select Library | New resource.
Select Dictionary or Glossary.
Fill in the fields in the following way:

Name:

Give the name of the new dictionary (if you access an existing dictionary leave the field empty).

Path:

After clicking on the button, give the directory of a new dictionary or the full path (along with the file name) to the existing one.

Entries separator:

You can specify the separator between consecutive entries in the dictionary. If you leave the field empty it will use your operating system line separator.

Entry word separator:

Here you may put in a separator between a word and its definition or translation. The default is "=".

Text delimiter:

Some existing dictionaries have entries which are between some text delimiter such as inverted commas, for example.

Encoding:

This field allows to specify the encoding for your language. Unicode is the default and generally it should not be changed unless your existing dictionary was created with a different encoding.

Description:

If you wish, write down a short description. It will appear at the start of your dictionary.

Press OK button and save the resource configuration file under some name in the Dictionaries or Glossaries directory. You can also make subdirectories of the parent directories and save the file there organizing your resources in a tree-like structure.

Opening dictionaries

Select Library | Dictionaries or Glossaries | Your dictionary.

In the tabbed view a dictionary tab will appear.

Adding entries to dictionaries

Select your dictionary window.

Press "Add term to glossary" button in the target window toolbar.

In the pop-up term window type a new entry in the Source area and its definition or translation in the Target area.

Press OK button.

Extracting terminology

CafeTran offers fast selection of words and expressions from both source and target segments and their quick addition to the chosen dictionary.

Choose your dictionary window.

Select a phrase with a mouse or double click a word in the source or target window and press "Add term to glossary" button in the target window toolbar.

Press OK button to accept the word and its translation in the dictionary update window that pops up.

If you hold Ctrl key while pressing "Add term to glossary" button, the selected entries are added automatically without the term window popping up.

Saving dictionary

After a number of new entries has been added, you have to save the dictionary to make the changes permanent. Otherwise, they will not have any effect when you exit the program.

Make sure your dictionary window is selected.
Press Save button in the toolbar.

Searching dictionaries

Type a word in a search field or select it with a mouse from a source window.
Press the Enter key or the Search button in the toolbar. If the entry exists it will show up in the dictionary window.

Searching options

CafeTran provides a few convenient search options shown below based on the example of the English word "cat".

cat - search for the word cat in both entries and their translations or definitions.
cat= - search for the word cat only in the entries.
=cat - search for the word cat only in the translations or definitions.
cat* - search for the words beginning with the 'cat' sequence (cataract).
*cat - search for the words ending with the 'cat' sequence (tomcat).
cat - search for the words including the 'cat' sequence (delicate).

Furthermore, you can make a regular expression search by enclosing the regular expression with " symbol.

Editing the Library configuration file

From the tabbed view select the dictionary window.
Choose Library | Edit resource info from the menu.

Internet resources

CafeTran lets you access and query your favorite web resources.

Accessing Internet resources

KudoZ terminology bases are a good example of the web resource that translators use and share. It requires a few steps to access it.

Select Library | New resource.
Select Internet.
Fill in the fields in the following way:

Address:

Leave it empty if you intend to set Address start and end fields. This field is useful if you simply want to access a particular web page without querying it.

Address start and end:

A lot of Internet sites provide services such as searching terminology bases. They present the form to fill in and the button to press. Next, your browser generates the URL query that is sent to the resource provider. Based on this query you get the response.

Usually, the URL query that is generated and sent consists of three main parts: prefix, searched word and suffix. Sometimes, you may see this query in the browser address field, and thus determine the parts.

For example, accessing KudoZ Polish-English terminology base the browser generates the following URL query:

```
http://www.proz.com/?sp=ksearch&submit=1&term=
your_searched_word
&from=pol&to=eng&whole_words=y&edited=y&unedited=y&glossaries=y&glosspost=y
```

As you can see the prefix part is:

```
http://www.proz.com/?sp=ksearch&submit=1&term=
```

and the suffix part:

```
&from=pol&to=eng&whole_words=y&edited=y&unedited=y&glossaries=y&glosspost=y
```

Now, fill in the Address start (prefix) and end (suffix) fields with those information. For other languages replace pol and eng in the suffix part with your language pair.

Page start and end:

These two fields are optional. When you load a web page from the Internet, it often contains a lot of unnecessary information. It may be a good idea to filter the page and get only what you really need. In the start field you should provide the start of relevant information on the HTML page and in the end field the end of it.

Based on it, CafeTran will narrow the page down to what you really want to see. Occasionally, the web page authors change its content so that the page start and end fields might need to be updated too.

Cache:

This field lets you provide a number of web pages that are kept in the cache memory for fast browsing using Back/Forward buttons in the main toolbar. The default number is 10.

Encoding:

In case you have problems viewing national characters in the page, provide the language encoding for it (for example ISO-8559-2 for Central European languages). Since this value is often provided in the page HTML code you may leave this field empty.

Style:

In this optional field you can provide the path to your preferred stylesheet to change the colors or fonts of the internal browser. Choosing System browser in this field will let you view the search results in the system browser such as Firefox or Internet Explorer.

Description:

Here you can type any short description of the resource.

Press OK button and save the Internet configuration file under some name in the Internet directory. You can also make subdirectories of the parent directories and save the file there organizing your Web resources in a tree-like structure.

Opening internet resources

Select Library | Internet | Your resource. A new window will appear to access the Internet site.

Type a word in a CafeTran search field or select it with a mouse from the source language window.

Press the Enter key or the Search button in the toolbar. The results of the query should appear in either CafeTran's internal or system browser. The Back and Forward buttons in the main toolbar let you navigate through the search results.

External browser

It is possible to open all your Internet resources in the system web browser such as Internet Explorer, Opera or Firefox. In the Edit | Options | Browser field choose System. Then, the search query will be redirected to the system web browser. If you wish to set only particular Web resources to view in the system browser, choose "System browser" in the Style field of their configuration dialog.

Editing the Library configuration file

Select your Internet resource tab.
Choose Library | Edit resource info from the main menu.

Image resources

Even today in the digital era there are still great dictionaries available only on paper. You can scan them to the computer and save in some image format such as jpeg or png.

In CafeTran, not only is it possible to open scanned images but also search for their pages much more rapidly than manual browsing of paper books.

Creation of image resources

Scan your paper resource to the computer.
Save in a directory your scanned pages each under a unique name in the jpeg, gif or png image format. The name of an image file might be the first entry on the page.

Access to image resources

Select Library | New resource.
Select Image.
Fill in the fields in the following way:

Path:

Set the complete path to one image file or a directory containing all saved image files.

Zoom:

You can set the default size of images opened in CafeTran. For example, if you set zoom to 10, the size of the images will be increased by 10 percent. Setting the zoom value with a minus sign, for example -10, will decrease all the images by 10 percent. The default value is 0.

Description:

Here you can type any short information about the resource.

Press OK button and save the image configuration file under some name in the Images directory. You can also make subdirectories of the parent directories and save the file there organizing your images in a tree-like structure.

Opening and searching images

Select Library | Images | Your image. In the tabbed view a new window appears. Now you can browse through images by clicking the Back and Forward buttons in the toolbar.

You can decrease and increase the size of images by clicking the Zoom+ and Zoom- buttons in the toolbar.

Invert the colors of the image by choosing the Invert colors in the window context menu which pops up if you click the window with the right button of the mouse.

You can search for image files by typing a name in the Search field and then pressing Enter key or clicking the Search button. The image will appear in the window.

If the file with this name does not exist the alphabetically closest file is loaded. Press the Back/Forward buttons in the main toolbar to go to the next or previous image.

Editing the configuration file

Select the image window.

Choose Library | Edit resource info from the menu.

Synchronization

CafeTran can join resources in one view so that any query is directed to them at the same time. You may look up a phrase in a glossary and online resources simultaneously seeing the results in one joined window. Synchronization also helps to organize the whole workplace on the screen.

Open two resources to work with in adjacent tabs.

Select one of the tabs.

Choose View | Synchronized views from the main menu.

If you wish to add another resource, open it in the adjacent tab and synchronize with the group as above.

Alternatively, click with a right mouse button at the tab title of the resource and in the pop-up menu choose Synchronize with... | Some other resource to join them in one view. The tab can be moved by clicking the "Dock window at..." menu.

Text workflow

The Text workflow enables the translation of all the documents which are supported by CafeTran's editor. Use buttons or keyboard shortcuts instead of described menu actions.

Create a new project and add the source document as a new project file. Click the Document button in the project dialog. When the Open file dialog appears, choose the source file along with its type.

Select Translation Mode: Text - from the list of modes in the New Project dialog.

Open as many translation memories as you wish to work with. You may also create a new memory for the project segments.

If needed, open other resources from the Library such as a glossary, online or image references.

Arrange the tabs. Click with the right button of the mouse at the tab's title and synchronize or dock as you like.

Choose the source document tab and start the workflow - Workflow | Start translation menu.

Use Workflow | Next/Add/Append segment actions to proceed with the workflow. The Next segment action takes a new segment for translation. The Add segment action does the

same and adds the current segment to the memory. The Append segment action joins two segments. The source segments are visible in the source window.

Check for any matches in the memory, glossary and Google Translate tabs. Use them by clicking "Exact/Hits/Best fuzzy match" headers in the memory window or by selecting the match with a mouse.

You can also apply the memory matches from the menu Memory | First/Second/Third/Automatic/Subsegment matches. Use keyboard shortcuts.

Memory can be searched manually too. Press Workflow | Translate in the menu.

Use other opened resources to search for unknown words or phrases. Select a resource tab, type a word in a search field or select it with a mouse in the source window. Next, press the "Search" button.

Edit the final translation of the current segment in the target window.

Transfer any placeables by the menu command Workflow | Transfer/Next/Previous/Show placeables. Use keyboard shortcuts.

You have to transfer any source tags, which appear by joining segments, to the target segment to keep formatting. Use the menu Workflow | Transfer tags/current tag or keyboard shortcuts.

You might wish to provide some additional information to the current segment such as a note or alternative translation. Use the menu Workflow | Alternative translation/Add segment note.

If you wish, add a new entry to the glossary or memory manually. Select it with the mouse in both the source and target window and click the appropriate button in the target window toolbar: Add term to glossary or Add term to memory. The whole segments are added to the segment memory automatically.

Keep pressing Workflow | Next/Append/Add segment menu until you finish the translation. Use target toolbar buttons or keyboard shortcuts.

As the segments are added to the project they can be seen in the project window. This window has two view modes: Contents and Segments. You can switch between the modes by clicking at the eye icon in the project toolbar. Use arrow buttons in this toolbar to browse through the segments.

If you want to go back to some previous segment, use Workflow | Review menu or the Review button in the target toolbar. Press Workflow | Next/Add/Append segment (or target window buttons) to go forward. To come back fast to the current segment, click Start translation button in the target toolbar.

Anytime you may preview the target document. Choose Workflow | Preview document menu. The preview document will be created in the project directory.

Use the "Transfer to target window" button in the target window if you wish to move the source segment to the target window.

When finished, export target segments to the target document. Use the menu Workflow | Export translation or the End - "Export target segments" button in the target window toolbar.

Save any updated memories and glossaries. Choose a memory/glossary tab and click the "Save" button in the main toolbar.

Open or print the document by its native application installed in your computer. Select the document tab and choose the Edit | Print/View the document menu.

Initial segmentation

In the Text workflow, the source document is segmented and translated at the same time, segment after segment. It is also possible to segment the whole document first, and then translate the segments.

Choose the Text-Presegmentation mode from the list of modes in the New Project dialog. Start translation as described above.

The whole source document will be segmented and the first segment will appear in the source window.

There are two important options here, which you can check in/out as needed in the Edit | Options dialog. The Automate with source transfer option lets you transfer the source segments to target ones. The Translation in Review option in the Options | Memory tab activates/desactivates the automatic matching in memories and glossaries.

Image-Paper workflow

The Image-Paper workflow lets you translate the image or paper documents. Use buttons or keyboard shortcuts instead of described menu actions.

Create a new project and give it a name in the Document field of the project dialog.

Select Translation Mode: Image-Paper - from the list of modes in the New Project dialog.

Open an image document in CafeTran through Project | Open image document menu. Skip this step in case of a paper document.

Decrease or increase its size clicking Zoom buttons in the main toolbar. You can invert the image's colors by using the image window context menu.

Open a memory and other resources such as a glossary, online or image references, Google Translate etc.

Choose the image document tab if you loaded the image and start the workflow from the Workflow | Start translation menu.

Arrange the tabs. Click with the right button of the mouse at the tab's title and synchronize or dock as you like.

Translate any part of the source image or paper document in the target window.

Use Workflow | Next segment action to divide your translation into target segments.

Use resources to search for unknown words or phrases. Select a resource tab, type a word in the search field and press the "Search" button.

Memory can be searched manually too. Press Workflow | Translate in the menu.

You might wish to provide some additional information to the current segment such as a note or alternative translation. Use the menu Workflow | Alternative translation/Add segment note.

If you wish, add a new entry to the glossary or memory. Type a term in the source window and select its translation in the target window. Next, click the appropriate button in the target window toolbar - Add term to glossary or Add term to memory.

Keep pressing Workflow | Next segment button until you finish the translation. Use the target toolbar button or a keyboard shortcut.

The translated segments are visible in the project window. Use project window toolbar to navigate or switch the view mode of the translation units (the eye icon).

If you want to go back to some previous segment, use Workflow | Review menu or the Review button in the target toolbar. Press Workflow | Next segment (or a target window button) to go forward. To come back fast to the current segment, click Start translation button in the target toolbar.

When finished, export the target segments to create a target text document. Use the menu Workflow | Export translation or the End - "Export target segments" button in the target window toolbar.

The exported text will appear in a new tab. The text can be saved (Project | Save document as) or copied to open or paste in a word processor such as MS Word or OpenOffice Writer for further formatting.

If you save the exported translation with the .doc extension, click Edit | View the document to open it in MS Word.

Save any updated memories and glossaries. Choose a memory/glossary tab and click the "Save" button in the main toolbar.

Review workflow

In this mode you review your translation before making the final export. You can edit or translate any supported bilingual files such as XLIFF, TMX, TTX, and unclean .docx/odt.

Create a project with an bilingual file set in the Document field of the project dialog. Xliff, TMX and TTX files may be also opened through the Project | Open project menu.

Open as many translation memories as you wish to work with. You may create a new memory for the project segments.

If needed, open other resources from the Library such as a glossary, online or image references, Google Translate etc.

By default, the automatic look-up in the Review workflow is off. You may activate it in the Edit | Options | Memory | Translation in Review box.

Start the translation through the Workflow | Next segment menu. You may also start it by clicking on a segment number in the project window.

After the start, the process is the same as in the Text workflow described above.

Use the buttons in the target window or keyboard shortcuts to go to the next or previous segment.

When finished, save the project and any updated memories and glossaries. Choose a memory/glossary tab and click the "Save" button in the main toolbar.

Clipboard workflow

This workflow makes it possible to translate segments from external applications whose documents cannot be easily converted to some editable form. The best example are PDF files which can only be edited by special software. CafeTran can communicate with the other software by means of clipboard.

Create a new project and give it a name in the Document field of the project dialog.

Select Translation Mode: Clipboard - from the list of modes in the New Project dialog.

Open as many translation memories as you wish to work with. You may also create a new memory for the project segments.

If needed, open other resources from the Library such as a glossary, online or image references, Google Translate etc.

Arrange the tabs. Click with the right button of the mouse at the tab's title and synchronize or dock as you like.

Start the workflow from the Workflow | Start translation menu.

Copy a part of text such as a sentence or a paragraph in the external application. There is no need to paste. The the first segment of the text will appear in the source window and the queries will be made automatically.

Use other resources the same way as in the Text workflow.

Edit the final translation of the current segment in the target window.

Use Workflow | Next/Add segment actions to proceed with the workflow. The Next segment action sends a target segment back to clipboard to paste in the external application. The Add segment action does the same and adds the current segment to the memory.

Carry on with this Copy-Translate-Send back cycle until you finish. The rest of the process looks like in the Text workflow.

Use the buttons in the target window or keyboard shortcuts to go to the next or previous segment.

When finished, save the project and any updated memories and glossaries. Choose a memory/glossary tab and click the "Save" button in the main toolbar.

Alignment workflow

If you have a source document and its translation, this workflow lets you add their segments to the memory. You can also extract some words and phrases from the source and target segments to the glossary or just compare the two documents. The process can be automatic or manual. Before the automatic conversion, the two documents need to be prepared so that their contents would be equally separated by paragraphs or sentences. In the manual mode you have the full control over the alignment of the segments.

Create a new project and give it a name in the Document field of the project dialog.

Select Translation Mode: Text - from the list of modes in the New Project dialog.

Open as many translation memories as you wish to work with. You may also create a new memory for the project segments.

If needed, open other resources from the Library such as a glossary, online or image references, Google Translate etc.

Open a source document through Project | Open document menu.

Open a target document through Project | Open document menu.

Choose the source document tab and click with the right mouse button at its title.

In the pop-up menu go to Synchronize with... | Your target document. The two documents will be joined in one tab.

Select the joined documents tab and start the workflow from the Workflow | Start translation menu.

The Alignment menu and toolbar will appear up in the target segment window.

The first three Next/Add/Append source segment buttons in the alignment toolbar take a segment from the source document.

The last three Next/Add/Append target segment buttons in the alignment toolbar take a segment from the target document.

The Next/Add/Append segment buttons in the target window down toolbar take segments from both documents at the same time.

Use keyboard shortcuts ALT - F1,F2,F3 for the source document segments and ALT - F10,11,12 for the target document segments.

The process of working with memories, glossaries and other resources is the same as in the Text workflow.

When finished, save the project through the Project | Save menu. Save any updated memories and glossaries, too. Choose a memory/glossary tab and click the "Save" button in the main toolbar.

You can press Workflow | Automate in the menu to automate the process. Next, send the created project segments to the memory through the Memory | Import from project menu command. However, it requires the contents of the two documents to be equally segmented prior to the automatic alignment workflow.

Connection to OpenOffice suite

CafeTran is a standalone application and can translate OpenOffice documents in its own editor. You have the option to connect to OpenOffice to use its functions such as spell checker and thesaurus. Such a connection also lets you translate directly from OpenOffice applications.

In the Edit | Options | Editor drop-down list choose OOWriter, and then click the Editor button.

In the Editor dialog click the Classpath button and choose directory of your OpenOffice installation.

After a few seconds the Classpath field will be set automatically.

Save the setting and restart the program. The new menu "Open Office document" will appear in the Project menu. The language of a spell checker and thesaurus is chosen based on the target language in the Project.

The spellchecker and thesaurus will be available for CafeTran's internal editor, as well.

You can choose the editor for the workflow in the Tool-id field of the Project file dialog.

If CafeTran fails to set the Classpath field in the Editor dialog automatically, you will need type the full path to the four jar files and one directory manually. Based on the below examples for Windows and Mac OS, set the Classpath field appropriately. All the paths should be set in the Classpath field in one line, with no break.

The example of the Classpath field for Mac OS:

```
/Applications/OpenOffice.org.app/Contents/basis-link/ure-link/share/java/ridl.jar:
/Applications/OpenOffice.org.app/Contents/basis-link/ure-link/share/java/jurt.jar:
/Applications/OpenOffice.org.app/Contents/basis-link/ure-link/share/java/juh.jar:
/Applications/OpenOffice.org.app/Contents/basis-link/program/classes/unoil.jar:
/Applications/OpenOffice.org.app/Contents/MacOS
```

The example of the Classpath field for Windows:

```
C:\Program Files\OpenOffice.org 3\program;
C:\Program Files\OpenOffice.org 3\URE\java\juh.jar;
C:\Program Files\OpenOffice.org 3\URE\java\jurt.jar;
C:\Program Files\OpenOffice.org 3\URE\java\ridl.jar;
C:\Program Files\OpenOffice.org 3\Basis\program\classes\unoil.jar
```

OpenOffice as an external editor

Create a new project and click the Document button in the project dialog. When the Open File dialog appears, choose the OpenOffice source file and select OpenOffice in the Files of type field.

Switch to the OpenOffice Writer editor. This is done by choosing CafeTran-OpenOffice in the Tool-id field of the Project dialog.

Press OK in the New Project dialog. In the OpenOffice File Chooser select the OpenOffice file which has the target language extension in its name.

The OpenOffice document will load into the OO Writer. Set the cursor there at the start of the source text and, back in CafeTran, start the translation.

The new tab with OO segments will appear. The rest of the process is the same as in the Text workflow.

As you go along the current OO segment will be highlighted in the OO Writer.

When finished, click Workflow | Export translation in the menu. The translation will be sent to OO Writer.

As you can see, the OpenOffice documents can be translated both ways: through CafeTran's internal editor or directly through OpenOffice suite. It is up to you which one you choose but it's recommended that longer OO documents be translated in the internal editor while short forms with tables, invoices etc. is more convenient to translate straight from the OpenOffice Writer.

Remember to switch back to CafeTran in the Tool-id field of the Project dialog to return to the internal editor.

Spell checking, thesaurus and auto-correction

CafeTran can use OpenOffice writing aids in its interface. It uses the installed OpenOffice dictionaries and underlines any misspelled words in the target language window. For instance, if you set "en-US" as a target-language in the project, the spell check function will use the American-English dictionary out of the OpenOffice available dictionaries.

Connect to the OpenOffice as described in the previous section.

The language of the spell-checker and thesaurus is chosen based on the target language of the project.

The misspelled words are underlined in the target language window.

Click with the right mouse button on a misspelled word to list alternatives for replacement.

The keyboard shortcut for this action is CTRL+ALT+Space.

Automatic correction switches on when holding the CTRL key and pressing the Space key.

Then, the misspelled word will be replaced with the alternative. If there are more alternatives, keep pressing CTRL+Space to choose the best.

The OpenOffice thesaurus is accessed similar to the spell checker. Hold the CTRL key while clicking with the right mouse button on a word. The list of meanings and their synonyms for the word will pop up to check or replace. The keyboard shortcut for this action is CTRL+SHIFT+Space.

Frequent terms

This feature extracts frequent phrases out of the source document to overview used terminology and select good candidates for new terms to the glossary or terms memory.

Make sure that the Extract frequent terms option is checked in the Edit | Options dialog.

As you take next segments, phrases from these segments together with a number of occurrences will be displayed in "Freq terms" window. This gives you a hint which terms will

be often repeated and may be added to the glossary or memory for automatic translation.

For convenience, join the Freq. terms tab either with the source document or the glossary tab.

Options and tools

Standard editor tools

All settings in the menu Edit are self explanatory. Click at a window to be set and then choose from the menu Edit a desired option. All document files are opened and saved with the selected Encoding.

The main toolbar has standard Cut, Copy, Paste, Undo, Redo, Zoom- and Zoom+ buttons whose actions affect the current tab.

You can print the document by pressing the Print button. The View document button lets you see the file in a native application such as the browser or word processor.

The Send mail button opens the mail application with a message edited in the target language window. The message reference can be the selection of text in the source language window and the subject of the message is edited in the search field.

Clipboard text import

Select and copy text in an external program and click "Clipboard text import" button in the main toolbar. The text will appear in the CafeTran editor ready for translation.

Clean all text

If you wish to delete text in a window, click at that window and press the Clean button in the target window toolbar.

Auto-completion

This is a useful tool that completes words automatically while typing. Check in the "Auto-completion" box of the Edit | Options dialog, to enable it.

The Auto-completion can also be set to work with the glossary and memory, which means it can complete longer phrases from the good matches. The word length and the starting index of words to be completed automatically are set in the Edit | Options | Auto-completion.

Word selection history

This tool lets you extract words together with their context from the source segment. After pressing the F3 key each selected word in the source window will be remembered and then highlighted at its next or previous occurrence.

Switch on/off the tool by clicking the "Word selection history" button in the source window toolbar. Select a word with the mouse and press the F3 key to add it to the list of selected words. If there is no selection, pressing the F3 key will pop up a list of all the selected words in their original context. To remove a word from the list, click at it in the pop-up menu.

Placeables

These are source segment words that need no translation and should be quickly placed into the target segment. By default, CafeTran treats numbers and double spaces as placeables. This setting can be customized by providing a regular expression in the Placeables field in Edit | Options dialog. Words selected in the source segment and transferred to target segment window, go also to the placeables list.

When a placeable word occurs in the source segment, it is highlighted. Clicking a "Transfer placeable" menu item copies the current placeable to the target segment. You can easily navigate through placeables and transfer them using keyboard shortcuts shown in the Workflow menu - Next, Previous and Transfer placeable. The F4 keyboard shortcut shows all the placeables for transfer.

Look and Feel

Depending on your operating system you can set different look and feel of the program. Choose in the View | Look and Feel menu.

"com.sun.java.swing.plaf.gtk.GTKLookAndFeel"
Specifies the GTK+ look and feel.

"javax.swing.plaf.metal.MetalLookAndFeel"
Specifies the default Java look and feel.

"com.sun.java.swing.plaf.windows.WindowsLookAndFeel"
Specifies the Windows look and feel. You can use this look and feel only on Microsoft Windows systems.

Browser (Edit | Options | Browser)

This option affects Internet resource view. If you change the selection to System, all search results will be shown in the system web browser.

Billing (Edit | Options | Billing)

During the translation it is possible to set and follow billing information. You can set three sorts of billing calculations:

based on the number of words

based on the number of characters (white characters such as space, tab, line separator are included)

based on the number of characters without whites

Press the Billing button and fill in the fields providing number of words/characters/x-characters, price for the number and currency. Type your currency in the currency field if there is no selection for your currency.

Here are some examples:

1500 characters 40 \$ (1500 characters are worth 40 dollars).

1 word 0.50 EU (one word is worth 50 euro cents).

1500 x-characters 40 \$ (1500 characters with whites are worth 40 dollars).

Once set, you will be able to follow the current billing information in the Statistics menu of the Project dialog.

Another useful feature is calculating the billing of a selected text in the editor. Open a text file or paste some text. Then, select with the mouse some part of it to see the calculation in the status bar.

Segmentation (Edit | Options | Segmentation)

Segmentation divides the source text into small parts called segments. There are five predefined types of segmentation:

sentence (default)

paragraph
tag
word
document (the whole text is treated as one segment)

Segmentation rules

CafeTran also supports the SRX standard for setting segmentation rules for a given language. It means that you can define exceptions to the segmentation in your language. The default srx file Rules.srx is located in the rules/segmentation directory. It contains the default rules and examples of some exceptions in a few languages.

To edit or add your own exceptions, you need to go to Edit | Options | Segmentation. Next, select a srx file from the list and click the Segmentation button.

The segmentation editor has two menus: languagerules and maprules. In maprules menu you may edit or add a new language map based on the provided examples. Once a new language map has been created, the language for segmentation will be chosen automatically as you make a new Project.

In the languagerules menu, we can create, add and edit the rules for segmentation in a given language. The Default rules take precedence over any other rules and should not be changed.

To add a new language to the languagerules, click "New languagerule" and provide a name of your language.

There are two kinds of rules we can define. Yes rules which determine the segmentation breaks and No rules that define the exceptions to the breaks. Again, look at the given examples to set your own Yes and No rules. In most cases you will need to create only No rules, that is, exceptions to the default breaks since the Default Yes rules are sufficient. The rules must be in the form of regular expressions. The SRX specification available in the Internet gives many examples and can serve as a general guide to setting your own rules.

The rule menu has two submenus for the beforebreak rule and afterbreak rule. For example, if we want to define the exception to segmentation for the English word Mr., first we must create the No break rule with the field set to "no". Then, create the beforebreak rule: `\sMr\.` (`\s` stands for a white space and dot must be preceded by the backslash symbol). Next, create the afterbreak rule `\s` for a white space.

You can also prepare your own srx file in any other xml editor and place it in the rules/segmentation directory. The srx files are selected from the list in Edit | Options | Segmentation.

Segment Timer (Edit | Options | Segment Timer)

The segment timer has two functions:

Automating the process of checking translation in the Review mode. In Edit | Options check in the Segment Timer box and choose the following:

Timer Mode: Review

Timer Action: Next segment

Timer Delay: change the delay time to accelerate or slow down the timer action.

Building segments in heavy formatted documents. In Edit | Options check in Segment Timer box and choose the following:

Timer Mode: Translation or Review depending how you organize you workflow.

Timer Action: Append segment

Timer Delay: change the delay time to accelerate or slow down the timer action.

To stop the timer action, press Esc key or a clock button in the source window toolbar. Take a next segment to restart it.

To switch on/off the timer temporarily, check in/out the Timer box in the source window toolbar.

Format (Edit | Options | Format)

Currently, CafeTran handles the following pre-defined formats of the documents:

- Text
- XML content
- HTML content
- XML/HTML tags and content
- MS Office
- OpenOffice
- Adobe Indesign INX files
- AutoCAD DXF files
- DTP Tagged Text
- iWork
- KWord
- Abiword

In case of a MS Word document, you need to have MS Office 2003 or later and save documents in the new WordML format (.xml extension). The MS Office 2007 saves documents in a new .docx format which is also supported by CafeTran.

Documents of the iWork suite are opened by choosing the XML format.

Autosave (Edit | Options | Autosave)

The project and memory should be saved automatically after every n-th translation unit added, where the n is your chosen number in the field. If you set 0 here, then the project autosave is off.

Clipboard sensitive search (Edit | Options | Clipboard sensitive)

After checking in this option, CafeTran will capture clipboard content, set it in its search field and look it up in a current resource. This is especially useful if you work with other applications and need to use CafeTran's resources. With this option on, CafeTran "steals" any clipboard content, so switch it off for normal use of copy, cut and paste functions.

Google Translate (Edit | Options | Google Translate)

By selecting this option, CafeTran adds the Google Translate online service to its workflow. Then, each next source segment is also translated automatically by the service. You can also translate the source window content or selection by clicking with the right mouse button at the Google Translate window. The result is shown in the window and used by the auto-completion function. The keyboard shortcut or mouse selection transfer the translation to the target segment window. The source and target languages are chosen from the list in the Edit | Options dialog.

Memory options (Edit | Options | Memory)

Memory matching type - the default setting for the matching type.

Memory integration - the default setting for the integration of memories with the workflow.

Do not match - the regular expression which determines the characters skipped during matching for the speed reason. Punctuation characters are default setting.

Best match threshold - the minimum accuracy in the percent number of the best fuzzy matches for the whole segments.

Function words threshold - the percent number which determines the statistical threshold for function words.

Fuzzy to Auto threshold - the statistical number for subsegment fuzzy matches to be included in automatic translation.

Fuzzy to Virtual threshold - the statistical number for subsegment fuzzy matches to be placed in the virtual memory for fast look-ups.

Auto-translation usage accuracy - the minimum accuracy in the percent number for automatic translation to be transferred to the target window.

Subsegment look-up limit - the maximum number of subsegment fuzzy matches to search for in the current segment.

Transfer numbers to matches - switches on/off automatic transferring of numbers in the source segment to best fuzzy matches.

Translation in Review - switches on/off automatic integration of memories and glossaries in the Review workflow.

Formating tags

Most of the documents to be translated are in some kind of the XML format, which means dealing with tags to preserve formating. CafeTran offers a very clear way of transferring tags to the target segment. The menu Workflow | Transfer tags lists all the source tags to be transferred to the target segment after the user clicks on a tag in the list. Choosing "Transfer current tag" in the Workflow menu transfers the current tag at the top of the tag list. The tags can also be transferred by typing the tag number and pressing the Esc key. By joining two segments together you will see a tag which has to be transferred to the target segment window. If yo do not do this, the creation of the target document may not be correct. In the Review workflow CafeTran performs checking if the source and target tags match and issues a warning message otherwise. Therefore, it is highly recommended to review the segments before the final export.

Warning: Make sure that any tags visible in the source segment window are transferred to the target segment window. The export may not work properly if the source and target segment tags do not match!

Splitting and joining segments

Splitting segments in the Review workflow

Set the cursor at the splitting point in the source segment.

Set the cursor at the splitting point in the target segment.

Go to Workflow | Split reviewed segment menu or press the Split segment button in the source window toolbar.

Joining segments in the Review workflow

Go to Workflow | Append segment menu or press the Append source segment button in the target window toolbar.

The current segment will be joined to the next one.

Use keyboard shortcuts to speed up the above segment operations.

Conversions

Given the XLIFF project format and TMX memory format, CafeTran's conversion is a process which takes place in the Text workflow. So by translation of a document you end up in a valid XLIFF and/or TMX file.

Automatic document conversion

Start a new project.

Open a document.

Press the "Start translation button" in the target window toolbar.

Click Workflow | Automate in the menu.

Save the project.

The document will be segmented into the XLIFF project file and ready to translate in the Review workflow.

Conversion of TMX memories

A memory can be easily converted into the project for translation or edition purposes.

Start a new project.

Open a memory to be converted.

Click Project | Import from memory.

Edit or translate the imported segments in the Review workflow.

After completion you may send the segments back to the memory through the Memory | Import from project menu.

Save the project and the memory.

Glossary conversion

To convert a glossary into the memory:

Open a glossary from the Library.

Open or create a new memory.

Select the memory tab.

In the menu choose Memory | Import glossary.

Save the memory.

Translation management

For each file in the project it is possible to set billing specific information regarding your order, job, document and payment. The information can be added to the register which is located in the register directory of Cafetran installation and can be edited in Cafetran, if it is text based. As a convenient alternative, your order details can be added automatically to the chosen Excel or OpenOffice Calc spreadsheet. Invoice functionality includes generation of invoices in your language for printing either from OpenOffice Writer or Ms Word.

Billing and invoicing

Choose Project | Project file info | Billing.

Fill in the fields.

Press the Invoice button to create an invoice in your language.

In the Invoice dialog, pressing the total or sub-total buttons calculates the sum based on the given tax. By default, invoices are printed in the text form using the English layout. More practical layouts are in the Ms Word (english.docx or english.xml) and OpenOffice Writer (english.odt) formats, which are selected after clicking the Layout button in the Invoice dialog window.

It is also very easy to adjust the invoice layout to your language. Just edit the appropriate layout file located in layouts/invoice/ in the Cafetran installation directory and change the English language information to your language leaving only the entries starting with the set prefix. Then save the new file under some name (i.e german.odt) in the same directory. Next, click the layout button in the Invoice dialog and select your new layout file. Finally,

click print and you will edit the invoice ready for printing in your favorite editor.

Click the OK button to accept the information.

Order registration

Choose Project | Project file info | Billing.

Press the Register button.

The state field in the Register section will change from new to registered. If you have not set the file path to your register (File button), the new register will be created for you automatically. By default, the register file is a Unicode text file kept in the registers directory of Cafetran installation. However, Cafetran gives you the preferable option to add the information to the spreadsheet file if you use either MS Excel or OpenOffice Calc. Just choose the relevant layout by pressing the Layout button and selecting another layout (english.ods for Calc format or english.xlsx if you use MS Excel).

As it was the case with the invoice layout, the register may be adapted to your own language too. You only need to edit the default English layout located in the layouts/register directory of Cafetran installation to your language replacing the names of the fields with your language equivalents. After saving the layout file under a new name (for example spanish.xlsx) set your new layout file in the register section by clicking the layout button and choosing this file.

The first time you press the register button, it adds the new entry to the register. Any subsequent pressing of this button edits the register.

Keyboard shortcuts

The keyboard acceleration that CafeTran offers is visible next to a particular menu item in the main menu. The default key modifier may be different in each operating system and can be changed in the menu Edit | Keyboard shortcuts modifiers. Below are shown the default keyboard shortcuts.

- F1 - show automatic translation and best fuzzy matches.
- F2 - show subsegment matches.
- F3 - list all tags for transfer.
- F4 - show current placeables.
- F5 - show all selected words.
- F6 - automate the next segment step.
- Alt-9 - transfer the tag at the top of the tag list.
- Alt-Equals - next placeable.
- Alt-Minus - previous placeable.
- Alt-0 - transfer placeable to target window.
- Alt- , (coma key) and Alt- . (dot key) - tabbed windows navigation.
- Alt- / (slash key) - search box focus.
- Alt- [- source window focus.
- Alt-] - target window focus.
- Alt-Home - start the translation button.
- Alt-Right - next source segment button.
- Alt-Up - append source segment button.
- Alt-Down - add units to memory button.
- Alt-Enter - translate button.
- Alt-Left - review units button.
- Alt-End - export segments button.
- Alt-S - split checked segment.
- Alt-G - add selected phrase to a glossary.
- Alt-M - add selected phrase to a memory.
- Alt-K - transfer Google translation to the target window.
- Alt-Ins or Del - transfer a source segment to the target window.
- Alt-F7 - look up in a resource button.

Ctrl-W - close the current tab.

Ctrl-Enter - selects the word at the caret and looks it up in the chosen resource.

Ctrl-Q - exit the program.

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