

HOW DIFFERENT UNITS CONVERT IN SDL TRADOS WORKBENCH

	This English Unit	In any of these forms	Converts to this Metric Unit
LENGTH	Inch	1 inch 25 inches 25 in	25.40 mm 63.50 cm 63.50 cm
	Foot	1 foot 25 feet 25 ft 25ft	30.48 cm 762.00 cm 762.00 cm 762.00cm
	Yard	1 yard 25 yards 25 yd 25yd	0.91 m 22.86 m 22.86 m 22.86m
	Mile	1 mile 25 miles 25 mi 25mi	1.61 km 40.23 km 40.23 km 40.23km
Area	Square inch	1 sq in 25 in ² 25in ²	6.45 cm ² 161.29 cm ² 161.29cm ²
	Square foot	1 sq ft 25 ft ² 25ft ²	929.03 cm ² 23.225.76 cm ² 23.225.76cm ²
	Square yard	1 sq yd 25 yd ² 25yd ²	0.84 m ² 20.90 m ² 20.90m ²
	Acre	1 acre 25 acres	0.40 ha 10.12 ha
	Square mile	1 sq mi 25 mi ² 25mi ²	2.59 km ² 64.75 km ² 64.75km ²
Avoirdupois Weight/Mass	Avoirdupois ounce	1 oz avdp 25 oz 25oz	28.35 g 708.74 g 708.74g
	Avoirdupois pound	1 lb avdp 25 lb 25lb	0.45 kg 11.34 kg 11.34kg
	Short hundredweight	1 short cwt 25short cwt	45.36 kg 1.133.98kg
	Long hundredweight	1 long cwt 1long cwt	50.80 kg 50.80kg
US Liquid	US fluid ounce	1 fl oz	29.57 cm ³
	US fluid pint	1 pt 25pt	4.73 dl 118.29dl
	US fluid gallon	1 gal	3.79 l
Temp.	Degrees Fahrenheit	1°F 25 °F	-17.22°C -3.89 °C
	Degrees Kelvin	1°K 25 °K	1°K 25 °K

THINGS TO CHECK BEFORE YOU TRANSLATE A *.DOC OR *.RTF

LOOK FOR THIS	COMMENTS	DO THIS
Units of Measurement	Authors are not always consistent with their use of units of measure. Check the document to ensure that all your units will convert properly.	Look at the table <u>HOW DIFFERENT UNITS CONVERT IN TRADOS WORKBENCH</u> in this document and make sure they are in the correct format. Change as appropriate.
Manual Line Breaks or Hard or Paragraph Marks at the end of lines	Word documents created from PDFs, e-mail, web content many times have manual line breaks or paragraph marks at the end of lines instead of only at the end of a paragraph. This will interfere with segmentation.	Make sure that in Word through 2003, Tools/Options/Formatting Marks has only All selected. In Word 2007 Office Button/View/Formatting Marks/Show All. Then, click on the backwards paragraph mark to view/hide nonprinting characters. In Word, search and replace as appropriate. You may have to do some of the work manually, but it will be worth it.
Section Breaks	Section Breaks (all types) must have a hard return (paragraph mark before them or Workbench will get stuck).	Just hit enter after the last word directly before the Section Break. DO NOT delete section breaks
Spelling	You want to have as clean a memory as you can.	Go through the document If you see run-in words or misspelled words, correct them before translation.

The SDL Trados Workbench Menu

(Open	
↓	Open/Get	Alt+Home
	Open Next no 100%/Get	Alt+Ctrl+Home
↓	Get Translation	
✖	Restore Source	Alt+Delete
↶	Copy Source	Alt+Ins
↕	Set/Close Next Open/Get	Alt+Num +
	Set/Close Next no 100% Open/Get	Alt+Ctrl+Num +
↶	Translate to Fuzzy	Alt+Num *
	Add as New Translation	Alt+Ctrl+Up
↑	Set/Close	Alt+End
)	Close	
	Shrink Segment	Alt+Ctrl+Page Up
	Expand Segment	Alt+Ctrl+Page Down
⊞	Concordance	Alt+Up
←	Get Previous Placeable	Alt+Ctrl+Left
↔	Get Current Placeable	Alt+Ctrl+Down
→	Get Next Placeable	Alt+Ctrl+Right
←	Get Previous Term	Alt+Left
↔	Get Current Term	Alt+Down
→	Get Next Term	Alt+Right
	Fix Document	
	Toggle Tag Protection	

See "Toolbar" in SDL Trados Workbench Online Help for explanation of menu items.