



What is TransTools+?

TransTools+ is a set of tools for Microsoft Word (as a Word plug-in) that helps prepare Word documents for translation, format and edit documents after translation, and improve the translation process.

How can TransTools+ help you?

- **Perform multiple corrections in documents:** fix common mistakes, check for style guide compliance, convert from one language variant to another, check for potential issues during editing or DTP.
- **Check Word documents before translation in a CAT tool or before sending the translated document to the customer:** find and fix common issues such as tab characters between words that cause incorrect segmentation, inconsistent formatting that causes tags, partly invisible text in table rows, excessive spaces that reduce TM leverage, etc.
- **Create great-looking documents** by removing excessive spaces, inserting missing spaces, using non-breaking spaces to keep text on the same line for readability, and using typographically correct symbols.
- **Hide text from your CAT tool:** hide specific text from the CAT tool for selective document translation or when a dual-language document must be produced.
- **Create multi-language Word documents:** convert a single-language Word document into a multi-language Word document containing the original text and its translation side by side.
- **Mark non-translatable text** in order to turn it into tags in your CAT tool.
- **Format documents:** apply specific formatting to words and phrases; apply various colors to terms and keywords in order to simplify translation process; quickly format documents by using formatting commands which you can create yourself or re-use from a list of built-in commands.
- **Prepare quotes:** create word count reports for tracked changes in Word documents.
- **Anonymize linguist names in tracked changes, comments and document properties**

Features

- **Document Processing Tool**
Perform various actions on multiple Word documents (DOCX, DOC, RTF format), using one or several different TransTools+ commands (text replacement, text formatting changes, hiding / unhiding, color highlighting, highlighting removal).
- **Multiple Find & Replace tool**
Search Word documents for multiple words, phrases or regular expressions, review all occurrences, replace and/or format the text.
The tool can search for thousands of different expressions simultaneously. It supports regular expression search and replacement, searching for text with specific formatting, applying specific formatting to text upon replacement, in-context preview of all occurrences, and a number of other useful things.
- **Pre-flight Checker**
Find and fix various common issues in Word documents before translation or customer delivery: tab characters, formatting inconsistencies that cause tags, excessive spaces, partly invisible table rows, hidden text, color highlighting, etc.
- **Spacing, Punctuation and Symbol Correction Tool**
Create great-looking documents by fixing various spacing, punctuation and typography issues.



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Automatically remove excessive spaces, insert missing spaces, use non-breaking spaces to keep text on the same line for readability, and use typographically correct symbols where necessary.

- **[Hide / Unhide Text tool](#)**

Hide text from your CAT tool for selective translation or to convert it into tags in your CAT tool. You can hide based on the text color or hide text that matches certain words/phrases or regular expressions. You can also use it to unhide text after the documents are exported from your CAT tool.

- **[Dual Language Document Assistant](#)**

Prepare source documents for translation in dual-language (source+target language) format. Using this tool, you can produce dual-language text in two formats: (1) as a two-column table, (2) as text separated with a special separator, e.g. slash (/) or line break.

- **[Author Anonymizer](#)**

Anonymize author information in tracked changes, comments and document properties in Word documents.

- **[Apply Highlighting command \(Highlighting Tool\)](#)**

Apply color highlighting to multiple words, phrases or regular expressions for further review. The tool can search for thousands of different expressions simultaneously and supports regular expressions.

- **[Clear Highlighting command \(Highlighting Tool\)](#)**

Clear color highlighting of specific colors or any color.

- **[Find Highlighting command \(Highlighting Tool\)](#)**

Navigate between highlighted text to make it easier to review documents.

- **[DTP Tools](#)**

Format documents quickly by using preset or ad-hoc formatting commands organized into lists.

- **[Tracked Changes Assistant](#)**

Analyze and count tracked changes in Microsoft Word documents.



Detailed use cases

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1. Case #1 – Find and fix common mistakes or punctuation problems

Objective: check all project documents for a number of common mistakes which were identified during SME review of one document.

Details: SME identified the following common mistakes:

- The word “field” was sometimes autocorrected to “filed”.
- Double quotes before the final punctuation mark (period, exclamation sign or question mark) were sometimes written before the punctuation mark (incorrect), rather than after the punctuation mark (correct).
- Certain units of measurement must be separated from number with a non-breaking space, e.g. “5 m”.
- Term “OTU” (Oil Treatment Unit) must be replaced with CPF (Central Processing Facility) across all files.
- Terms “flow lines” and “water cut” must be written without the space, i.e. “flowline” and “watercut”.

How to achieve this with TransTools+:

Use *Multiple Find & Replace* tool to create a replacement list that will be used for replacing text in the documents:

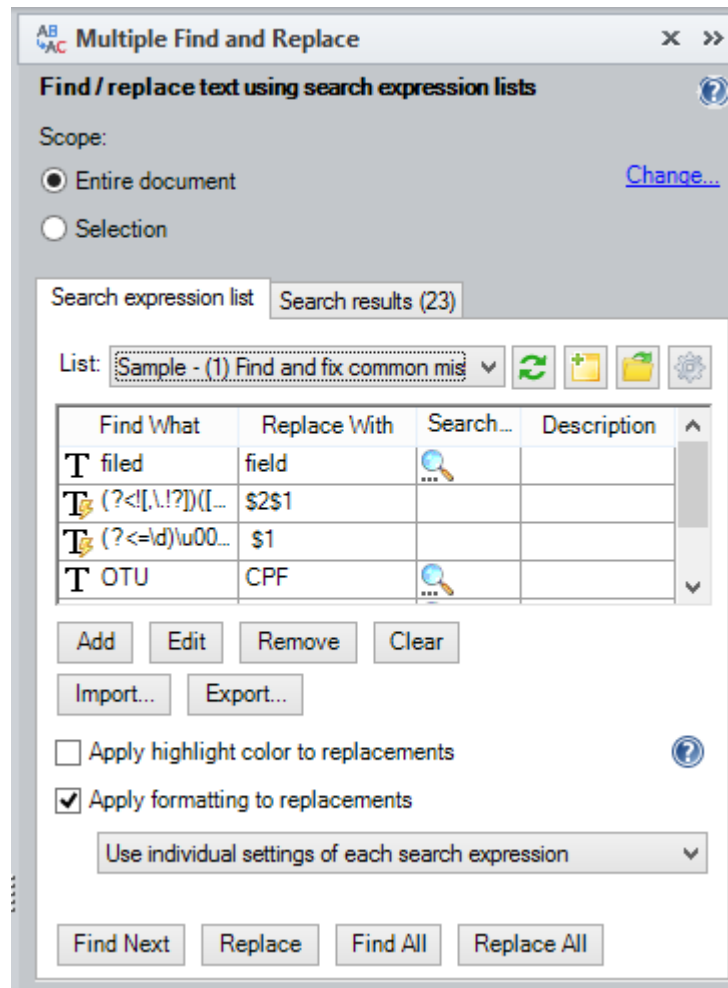
Find What	Replace With	Explanation	Type of expression	Search and replacement options
filed	field	filed => field	Text	Find whole word
(?<![\.\!?!?])(["'"])([\.\!?!?])	\$2\$1	Move quotation mark after punctuation sign	Regular expression	Case sensitive
(?<=&d)\u0020?(m cm m2 m3 m ² m ³ cm2 cm3 cm ² cm ³)\b	\$1	Non-breaking space between number and unit of measurement	Regular expression	Case-insensitive
OTU	CPF	OTU => CPF	Text	Find whole word, Case sensitive
flow lines	flowlines	flow lines => flowlines	Text	Find whole word
water cut	watercut	water cut => watercut	Text	Find whole word



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There are several ways to use Multiple Find & Replace tool:

1. Perform automatic replacement in each document using Multiple Find & Replace tool (for each document separately) or Document Processing Tool (in batch mode).
2. Review all occurrences and decide what needs to be replaced using Multiple Find & Replace tool

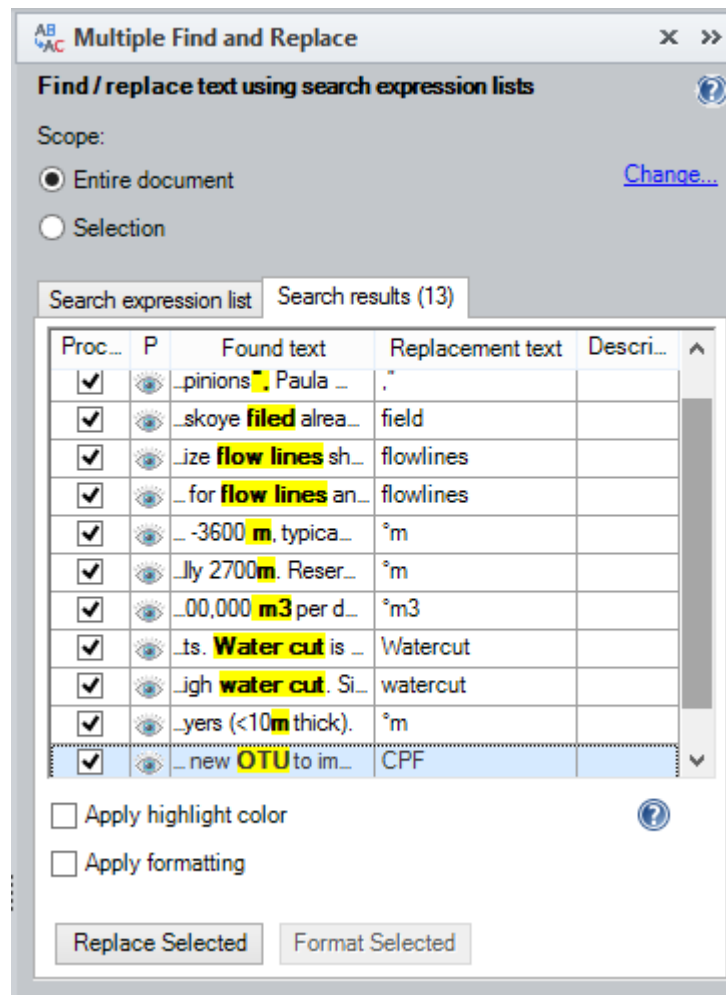


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For example, here is the list of occurrences provided by clicking *Find All* button in Multiple Find & Replace tool pane:



The best and safest option is of course to review all occurrences and decide which ones need to be replaced. To achieve this, the editor uses *Find All* button to produce the list of search results (see screenshot above), then reviews each occurrence and unchecks the ones that do not need to be replaced. If required, the editor can also double-click an occurrence and change the replacement text for this particular occurrence. Finally, the editor clicks *Replace Selected* button to update the document. This process takes a fraction of the time required to update a Word document using built-in Find & Replace dialogue.

Note: you can also use *Spacing, Punctuation and Symbol Correction Tool* to insert non-breaking spaces before predefined units of measurements and in other cases. See [Case #2](#) and [Case #3](#) for examples of using Spacing, Punctuation and Symbol Correction Tool.



2. Case #2 – Quickly prepare a document for importing into your CAT tool

Objective: fix formatting issues in a source Word document in order to avoid problems in the CAT tool and avoid spending extra time on formatting the translated document.

Details:

There are a number of common formatting issues in Word documents that cause challenges during translation in CAT tools, require attention and also affect the final translated document. These include the following:

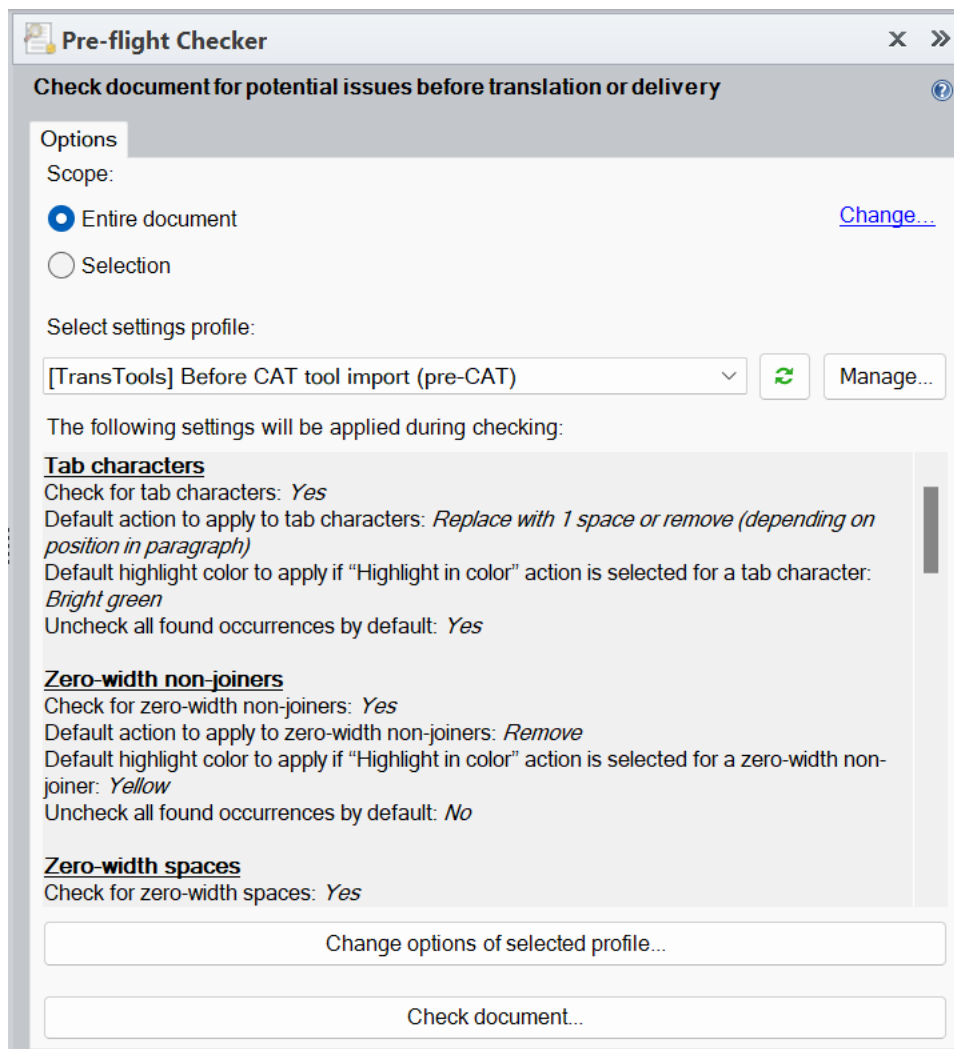
- *Tab characters instead of spaces* – these are displayed as tags or cause incorrect segmentation in your CAT tool and also create large gaps between words in the final document.
- *Excessive spaces between words, near punctuation marks, etc.* – such spaces reduce TM match rates and look unprofessional in the final document.
- *Font, font size or font color variations in the same paragraph* – these cause extra tags in the CAT tool and are almost always a result of incorrect PDF conversion or formatting errors.
- *Editable text converted to a table of contents by a PDF conversion tool* – since Word tables of contents cannot be translated with CAT tools directly, it is important to identify translatable text which was converted to a table of contents by mistake, and convert it to standard editable text.

It is highly recommended to check source documents for these issues and fix them in order to save time down the road and improve the final documents.



How to achieve this with TransTools+:

Open Pre-flight Checker:





Select *[TransTools] Before CAT tool import* profile which contains the recommended settings for checking Word documents before translating them inside a CAT tool. Click *Check Document* button at the bottom to check the document to see the list of found issues:

Pre-flight Checker

Check document for potential issues before translation or delivery

Options Results (79 + highlights)

Tab characters (51)

C...	C	Found text	Change to	New text	Description
<input type="checkbox"/>		Number of	Replace with 1 space	Number of	Tab character between wo...
<input type="checkbox"/>		of signed	Replace with 1 space	of signed	Tab character between wo...
<input type="checkbox"/>		onatrach asked to be admitted	Replace with 1 space	onatrach asked to be admitted as	Tab character between wo...
<input type="checkbox"/>		to be admitted as plaintiff only	Replace with 1 space	to be admitted as plaintiff only	Tab character between wo...
<input type="checkbox"/>		likewise put forward a request to	Replace with 1 space	likewise put forward a request to	Tab character between wo...

Action to be applied (select an item to change the action for all the items in the list):

Replace with 1 space or remove (depending on position in paragraph)

Highlighted text (1 fragments)

The document/selection contains 1 highlighted text fragments.

[Click here to view highlighted text...](#)

Apply the following action to all highlighted text:

Ignore

Paragraphs having font, font size or font color variations (27)

C...	Paragraph text	Action	Description
<input type="checkbox"/>	1-FACTORS-AFFECTING-MODULAR-DESIGN-	Normalize size	Different sizes (2)
<input type="checkbox"/>	1-In modular construction, the site constructio...	Normalize size	Different sizes (2)
<input type="checkbox"/>	1-SPECIFICATIONS <1>2>U.S. Measure...ML	Normalize size and font	Different sizes (2) and fonts (2)
<input type="checkbox"/>	1> <11>46206<2>	Normalize size	Different sizes (2)

Action to be applied (select an item to change the action for all the items in the list):

[As per individual setting]

Font size normalization:

Normalize size differences of 3 pt or smaller

Potentially "false" tables of contents (1)

C...	TOC text	Action
<input type="checkbox"/>	Pulley MountingEitherSide(EitherSide) Shaft Diameter1.181"(30mm) Weight44 L...	Convert to text

Process selected issues...

The Results tab lists all the found issues, grouping them into sections.

In each section, go through the list of identified issues.

For most types of issues, you need to verify that the action in the *Change To* or *Action* column is correct, change the action and activate the checkbox in the first column of the list if the action needs to be applied (or leave the checkbox deactivated if the issue needs to be ignored). This applies to *Tab Characters*, *Paragraphs having font/font size/font color variations* and *Potentially false tables of contents* sections in the screenshot above. Some issues need to be corrected immediately because Pre-flight Checker does not provide the appropriate action – to do this, select the issue and the



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appropriate place in the document will be selected so that you can make the correction there at once.

For some issues, such as *Highlighted Text* or *Hidden Text*, Pre-flight Checker can only correct all the issues at once without giving you a way to process those issues individually. For example, you can select “*Clear Highlighting*” action for all highlighted text or “*Unhide*” action for all hidden text, but you cannot clear some color highlights and keep other highlights.

Finally, click *Process Selected Issues* button in order to correct all the issues according to the selected actions and the checkboxes you activated.

For more information about the capabilities and usage of Pre-flight Checker, consults [its online documentation](#).



3. Case #3 – Improve document's appearance before publication or submission to the customer

Objective: improve the appearance of the document with typographically correct symbols, fix potential spacing and punctuation issues, and ensure good readability of the document.

Details:

Typography is the visual presentation of readable text. There are many ways in which a document can be improved in order to be pleasant for the reader, including, but not limited to, the following:

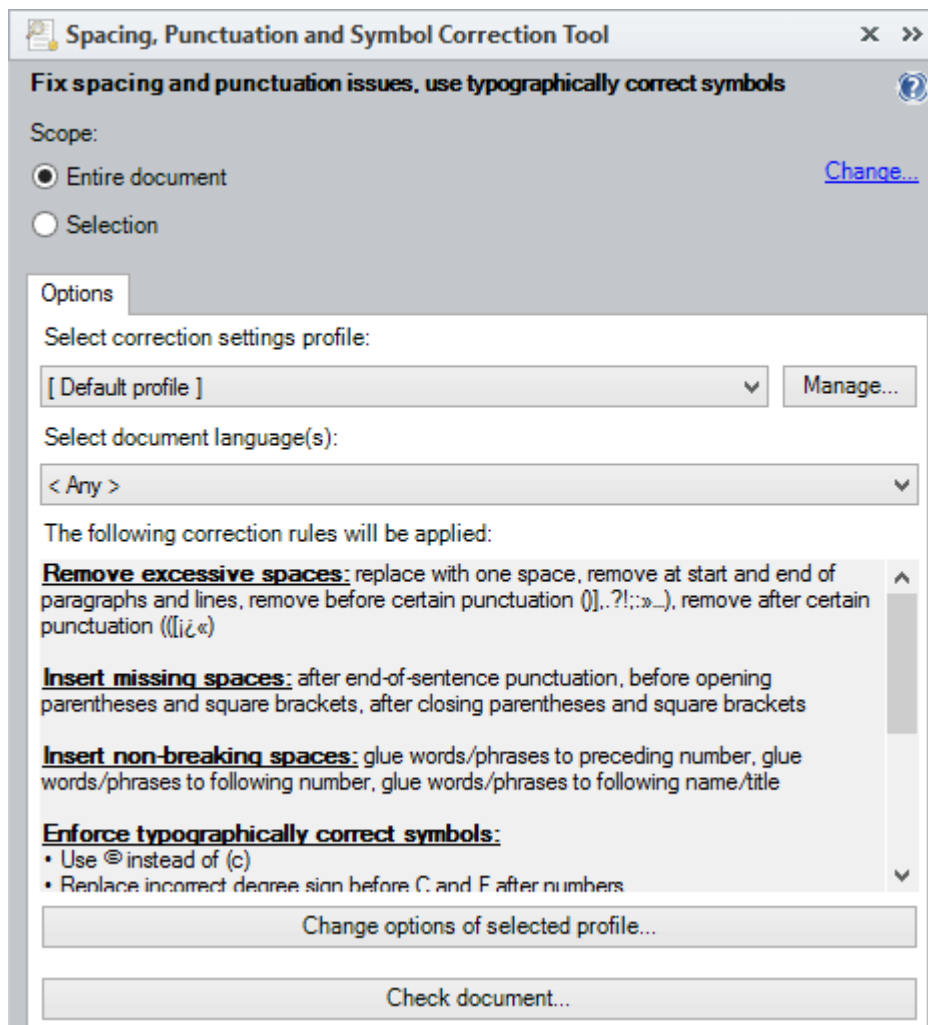
- Using single spaces instead of multiple spaces.
- Using non-breaking spaces between a number and the following unit-of-measurement word (e.g. "10 mln."), between certain words and the following number (e.g. "Fig. 5"), inside certain phrases (e.g. "Windows 10"), and in a number of other cases. Non-breaking spaces allows certain units of text to stay on the same line, making the text easier to read.
- Using special Unicode symbols that are specially designed to have certain meaning. For example, the degree sign ° denotes degrees, however many people use superscript zero (⁰) or even letter "o" in superscript (^o) instead. Usage of the wrong symbol can create ambiguity, especially when formatting is changed.
- Using curly quotation marks and apostrophe instead of straight double and single quotation marks.

For more information about typography, [read this online book](#).



How to achieve this with TransTools+:

Open Spacing, Punctuation and Symbol Correction Tool:



Select a profile which contains the required settings for checking and correcting the document, or click *Change options of selected profile* button to make ad-hoc changes to a certain profile, depending on your requirements. Spacing, Punctuation and Symbol Correction Tool offers a number of correction rules which can be activated / deactivated as required:



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Profile name: [Default profile] Rename...

Global rules Language-specific rules

Regular spaces

- Replace excessive spaces
 - Indent first line of paragraphs that start with spaces and remove the spaces
 - Remove spaces at start and end of paragraphs and lines
 - Remove spaces before certain punctuation:
 - Remove spaces after certain punctuation:

Insert missing spaces

- Insert missing spaces after end-of-sentence punctuation (?;...!)
- Insert missing space before (and [
- Insert missing space after) and]
- Insert missing spaces around / between words

Check the use of non-breaking spaces

- Glue certain words/phrases (usually units of measurement) to preceding number ?
e.g. 10 m²

Word / phrase	Language	Case-sensitive	
µg	< Any >	<input checked="" type="checkbox"/>	Add
atm	< Any >	<input type="checkbox"/>	Remove

Then click *Check Document* button to see the list of found issues:

Options Search results (16)

Match appearance: Grouped by type

Correct?	C	Found text	Change to	New text	Description
[-] Excessive spaces					
<input checked="" type="checkbox"/>		_d scope of work performed ;	Remove spaces	_d scope of work performed	Spaces at end of p...
<input checked="" type="checkbox"/>		_Attachment 1) ;under contract _	Use 1 space	_ (Attachment 1)under contract _	Excessive spaces (...)
<input checked="" type="checkbox"/>		_e agreed with the Client. ;	Remove spaces	_e agreed with the Client.	Spaces at end of p...
<input checked="" type="checkbox"/>		1.2. ;Existing studies of the e...	Use a tab char...	1.2. Existing studies of the e...	Excessive spaces (...)
[-] Non-breaking space between word and preceding number					
<input checked="" type="checkbox"/>		_ reached 1.9 bln. m3, 60% of _	Use non-breaki...	_s reached 1.9 ^{bln} . m3, 60% of _	Non-breaking spac...
<input checked="" type="checkbox"/>		_ess (0.8 ÷ 1.2 cm/day), and it _	Use non-breaki...	_ess (0.8 ÷ 1.2 ^{cm} /day), and it _	Non-breaking spac...

Finally, uncheck the issues that do not need to be corrected and then click *Correct checked items* button to correct the document.



4. Case #4 – Ensure style guide compliance in translated Word documents

Objective: check all project documents against the customer's style guide.

Details: the customer's style guide contains the following requirements, among others:

Title	Description	Example
Apostrophe	The apostrophe is used to indicate the possessive and to mark the plural of single letters. The plural of abbreviations or figures does not take an apostrophe. Please use the shortcut Alt + 0146 if the software you are using does not automatically provide you with a curly apostrophe.	Oscar's bedroom, Jesus' words, crossed t's, MPs, two 747s, the 1960s
Comma	This is used to punctuate sentences and separate items in a series. When used for punctuation, a comma is always followed by a space. Use a comma before "etc." in a series, but a comma is not necessary if there is no series.	Fruit, vegetables, bread, etc. Tenants are expected to use dustbins etc. to store waste.
Currency	Use the official abbreviation for financial texts and amounts. In flowing text you can use the word if necessary. The currency abbreviation precedes the amount and is followed by a (hard) space. Do not leave a space after currency symbols. Like any currency name in English, the word "euro" is written in lower case with no initial capital.	All amounts in pounds or euros. Revenue was EUR 30 million, while at the American parent company it was USD 5 billion. £43. (Not: US\$, € 50, 5 million Euro.)
Dash	This should have a space on either side and is used to punctuate a sentence instead of commas or round brackets; please use an En dash (–), not a hyphen (-) or Em dash (—) as these are too short and long respectively. Be consistent.	Main motors: 2 x 250 hp – 400 V – 3-phase – 520 Hz Appendix – List of Shareholdings The aim of the proceedings is that the child shall not – under any circumstances – be subjected to the influence of a parent with addiction problems.
Ellipsis (dot dot dot)	Full stops indicating an omission such as in quotes or to indicate that something is to follow (aka ellipsis points). Always use three dots rather than the special character that is sometimes generated, preceded by a (hard) space, unless the client instructs otherwise. If a sentence ends with an ellipsis, there is no need for a fourth full stop, cf. sentences ending with an abbreviation. If it is followed by any other punctuation mark, there is no space before it.	The content of his speech ... yet he declared his intentions ... And what did he think about this ...?
Double spaces	Only a single space is allowed anywhere	

Source: <https://stptrans.com/style-guide/english-language-guidelines/>

How to achieve this with TransTools+:

First, it is recommended to use Spacing, Punctuation and Symbol Correction Tool in order to fix all common spacing and punctuation issues in the document. This tool will fix all excessive spaces and spacing near comma as required by the customer's style guide above. Since the customer wants three dots instead of the ellipsis character, you will need to disable the rule called "Replace ... with horizontal ellipsis":



Typographically correct symbols

Replace ... with horizontal ellipsis (...)

When you run Spacing, Punctuation and Symbol Correction Tool, activate the required correction rules as per the customer's style guide, then click *Check Document* button. The tool will check the document for potential issues and present a list of found issues:

Corr.	C	Found text	Change to	New text	Description
<input checked="" type="checkbox"/>		layed in Table 2.2 below ...	Use non-breaking space	isplayed in Table 2.2 below (R...	Non-breaking space required between "Table" and number
<input checked="" type="checkbox"/>		...2 below (Ref. 5). This is ...	Use non-breaking space	e 2.2 below (Ref. 5). This is the ...	Non-breaking space required between "ref." and number
<input checked="" type="checkbox"/>		...low (Ref. 5) ; This is the c...	Use 1 space	...below (Ref. 5) ; This is the com...	Excessive spaces (2)
<input checked="" type="checkbox"/>		...ssure of 8 barg and 40o...	Use non-breaking space	...pressure of 8 barg and 40oC. ...	Non-breaking space required between number and "barg"
<input checked="" type="checkbox"/>		...f 8 barg and -40oC. The s...	Use 1 space	...re of 8 barg and -40oC. The stre...	Excessive spaces (2)
<input checked="" type="checkbox"/>		...arg and 40oC . The strea...	Use degree sign (°) with o...	... 8 barg and 40°C . The stream ...	Incorrect degree sign ("o")
<input checked="" type="checkbox"/>		...relative humidity of 100% ;	Remove spaces	...relative humidity of 100% ;	Spaces at end of paragraph (1)

All you need to do is go through the list of issues and uncheck the issues that do not need to be corrected, and then click *Correct checked items* button.

Second, use *Multiple Find & Replace* tool to create a replacement list that will be used to detect potential deviations from the style guide and replace them with correct text if necessary:

Find What	Replace With	Explanation	Type of expression	Search and replacement options
(?<=[0-9\p{L}])'	'	Straight apostrophe after or inside word – replace with curly apostrophe	Regular expression	Case sensitive
(?<=\p{Lu}{2})['"](?=s\b)		Potential plural of acronym formed incorrectly (MP's -> MPs)	Regular expression	Case sensitive
(?<=\d\s*)(EUR USD € €\$)(?!s*?d)		(Manual change) Currency abbreviation following a number, not preceding a number	Regular expression	Case sensitive
(?<=\s)-	-	Hyphen preceded by space – use dash instead	Regular expression	Case sensitive
-(?=\s)	-	Hyphen followed by space – use dash instead	Regular expression	Case sensitive
(?<!s)-	-	EN-dash not preceded by space	Regular expression	Case sensitive
-(?!s)	-	EN-dash not followed by space	Regular expression	Case sensitive
...	...	Ellipsis character is used instead of 3 dots	Text	Case sensitive
....	...	Ellipsis followed by a period	Text	Case sensitive
(?<!s)(\.\.\. \.\.\.)(?![?!])	...	Ellipsis not preceded by space when followed by non-punctuation marks	Regular expression	Case sensitive
\s+\$		Spaces at the end of paragraph	Regular expression	Case sensitive

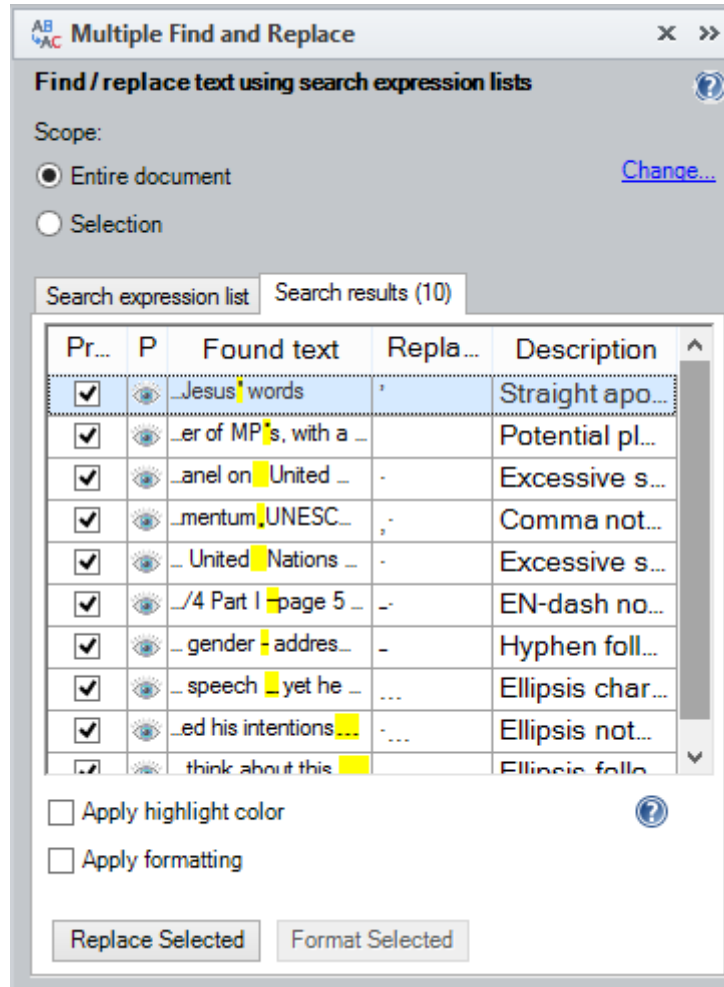


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Since many search expressions in this list require manual checking, the editor needs to use *Find All* button to see the list of occurrences of the search expressions:



The editor can then go through the list, selecting each entry in order to navigate to the appropriate text in the document and make corrections as required. He/she can also use *Replace Selected* button to perform replacements of all ticked occurrences if the offered replacement text is adequate. Note that since some checks address the same issue, the editor may need to click *Find All* again after the initial correction to check for remaining issues.



5. Case #5 – Change from one language dialect to another (e.g. British English to American English)

Objective: change a translation from American English to British English.

How to achieve this with TransTools+:

Use *Multiple Find & Replace* tool to create a replacement list that will be used to replace American English spellings and words/phrases with their British English counterparts. Below are some of the required replacements:

Find What	Replace With	Explanation	Type of expression	Search and replacement options
acknowledgment	acknowledgement	"acknowledgement" is more common in UK	Text	Case sensitive
aluminum	aluminium		Text	Find whole word
analog	analogue		Text	Find whole word
analyz	analys		Text	
apartment(s?)	flat\$1		Regular expression	Case-insensitive
appetizer	appetiser		Text	Find whole word
appetizers	appetisers		Text	Find whole word
arbor(s?)	arbour\$1		Regular expression	Case-insensitive
armor(s?)	armour\$1		Regular expression	Case-insensitive
ax	axe		Text	Find whole word
baggage	luggage		Text	Find whole word
behavior	behaviour		Text	Find whole word
call(?:=\\b ing\\b ed\\b)	ring	"to telephone somebody"	Regular expression	Case-insensitive
canceled	cancelled		Text	Find whole word

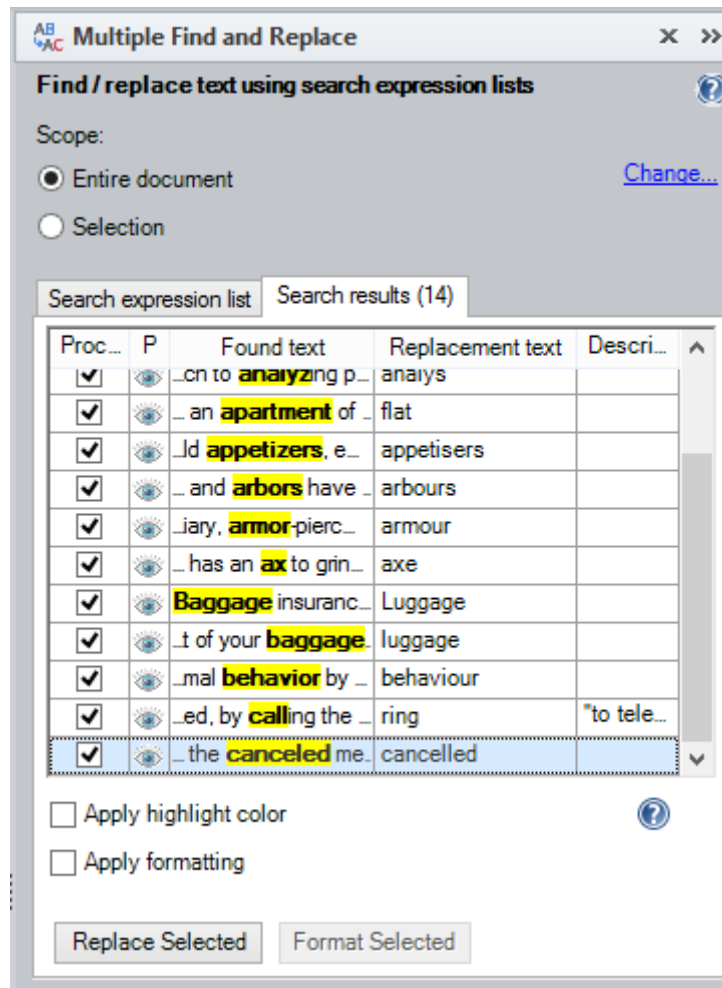
Since some search expressions in this list require manual checking, e.g. "call" being replaced with "ring" only in the context of "to telephone someone", the editor needs to use *Find All* button to see the list of occurrences of the search expressions:



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The editor then goes through the list and unchecks the occurrences that do not need to be changed or double-clicks some occurrences to change the replacement text. When this is done, he/she clicks *Replace Selected* button to perform the replacements. The editor can also navigate to the text inside the document and change words there directly.



6. Case #6 – Find potential problems during DTP (after conversion from PDF)

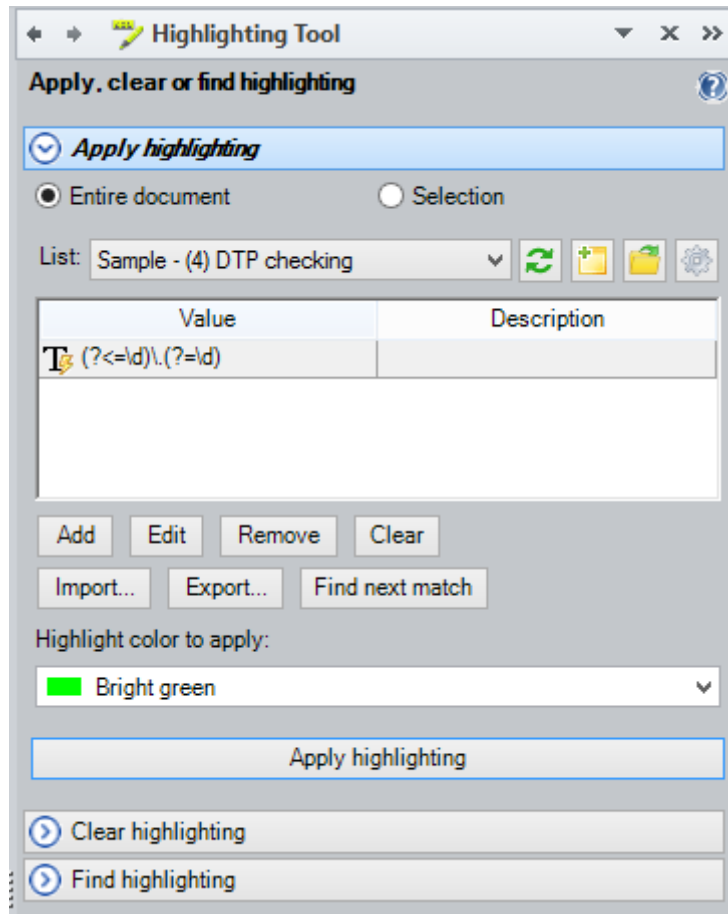
Objective: check a Word document converted from PDF for potential text recognition errors. For example, in scanned tables, comma used as a thousand separator may sometimes be recognized as a dot:

	USD
Other non-current assets	764,549
	1.739,828
Shareholder's equity	
Net loss	(968.263)

How to achieve this with TransTools+:

Use *Apply Highlighting* command of *Highlighting Tool* to highlight all dots that occur between numbers:

Find What	Explanation	Type of expression	Search and replacement options
(?<=\d)\.(?=\d)	Dot occurring between numbers	Regular expression	Case sensitive





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When you click *Apply Highlighting* button, all dots between numbers will be highlighted in color, along with other potential problems if you define appropriate search expressions for them.

Result:

)	USD	⌵
)	764,549	⌵
)	1,739,828	⌵
)		⌵
)		⌵
)	(968,263)	⌵

You can then compare the document with the PDF side by side and make the appropriate changes.



7. Case #7 – Translate localization file formats which are not supported by your CAT tool directly

Objective: translate STL file (Subtitle Edit subtitle file) in Memsources Cloud. This format is not supported by Memsources out of the box.

Sample excerpt from STL file:

00:01:44:01,00:01:46:10,- Ah, no.|- You are expecting money?

00:01:46:14,00:01:49:14,- Limbs.|- He's waited a year for funding.

00:02:39:04,00:02:41:10,- Yep.|- No, not "yep", take ^lcare.^l

How to achieve this with TransTools+:

Copy the contents of the STL file to a new Microsoft Word document and use *Hide / Unhide Text* tool to mark all non-translatable text as hidden. Hide / Unhide Text tool can hide text based on color, search expressions (including regular expressions) or location in a Word document. Hidden text is ignored by Memsources or converted to tags, depending on position in a paragraph. Once the document is completed and downloaded from Memsources, use Hide / Unhide Text tool to unhide hidden text, and then copy the contents of the document back to the STL file, obtaining the translated STL file.

Here is the search expression list for Hide / Unhide Text tool to hide all non-translatable text in an STL file:

Find What	Explanation	Type of expression	Search and replacement options
^\\d{2}:\\d{2}:\\d{2}:\\d{2},\\d{2}:\\d{2}:\\d{2}:\\d{2},	Time codes	Regular expression	Case sensitive
\\	Line break	Regular expression	Case sensitive
\\[IBU]	Inline formatting start/end	Regular expression	Case sensitive
^//.*	Comment	Regular expression	Case sensitive
^\\\$.*	Subtitle parameter	Regular expression	Case sensitive

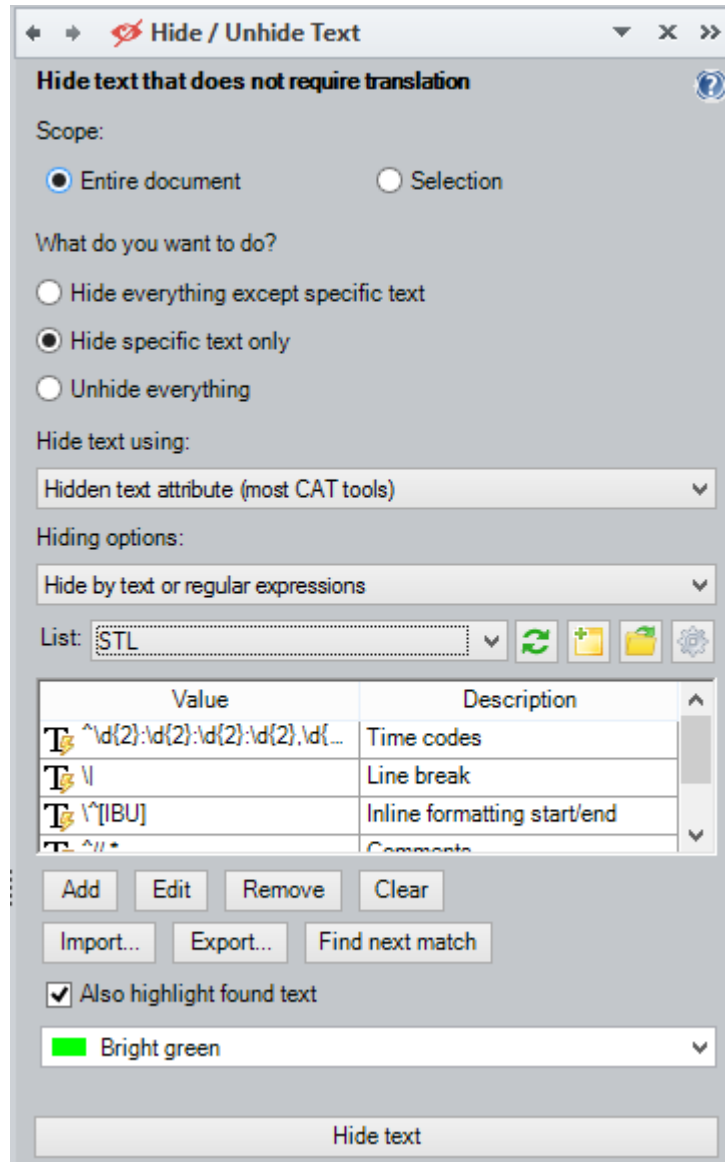


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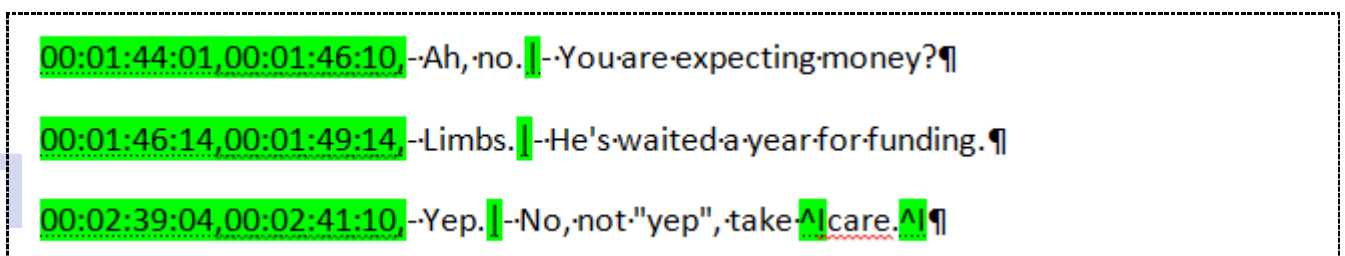
www.translatortools.net/plus

Hide / Unhide Text tool after configuration:



For convenience, we are also using “*Also highlight found text*” option to make it easier to see (by applying green color highlighting) which text will be hidden. This is useful if Word is configured to display hidden text and it is not easy to tell which text is marked as hidden.

Here is the result in Word:





The result in Memsources:

#	Source: en
1	1 --Ah,.no. 2 --You·are·expecting·money?
2	1 --Limbs. 2 --He's·waited·a·year·for·funding.
3	1 --Yep. 2 --No,.not·"yep",·take· 3 care. 4

You can split segments for correct segmentation.

Similarly, you can use Hide / Unhide Text tool to hide text in HTML, XML, JSON, Markdown, RESX and limitless other localization formats. In difficult cases, when it is not possible to design search expressions that will cover all non-translatable text, you can highlight additional non-translatable text manually and then use Hide / Unhide Text tool's Hide By Color option to hide colored text.



8. Case #8 – Skip certain document parts during translation

Objective: do not translate paragraphs and sentences that the customer highlighted in red and pink colors.

Sample text:

Status of the Controls Guidelines Project:

Controls Guidelines Appendix A
96JBEC-P0120000-I-GI-0001-000-R

Sections:

1. → Introduction The section is completed.
2. → Automated systems. The section is completed.
3. → Appendix A “Local automation facilities” includes the following subsections:
 - → Oil production facilities;
 - → Oil treatment and pumping facilities;
 - → PWRI facilities;
 - → Gas compression facilities.Status of Attachment A is shown in table 1.

Section	Name	Table 1		
		RR	IR	CI
1	Oil production facilities			
1.1	Flowing well			
1.2	Well equipped with ESP			
1.3	Well equipped with a sucker rod pump (SRP)			
1.4	Well equipped with a waterjet pump			
1.5	Water injection well			
1.6	Gas-lift well			
1.7	Gas well			
1.8	Steam injection well			
1.9	Water well			
1.10	Automatic group metering unit			

How to achieve this with TransTools+:

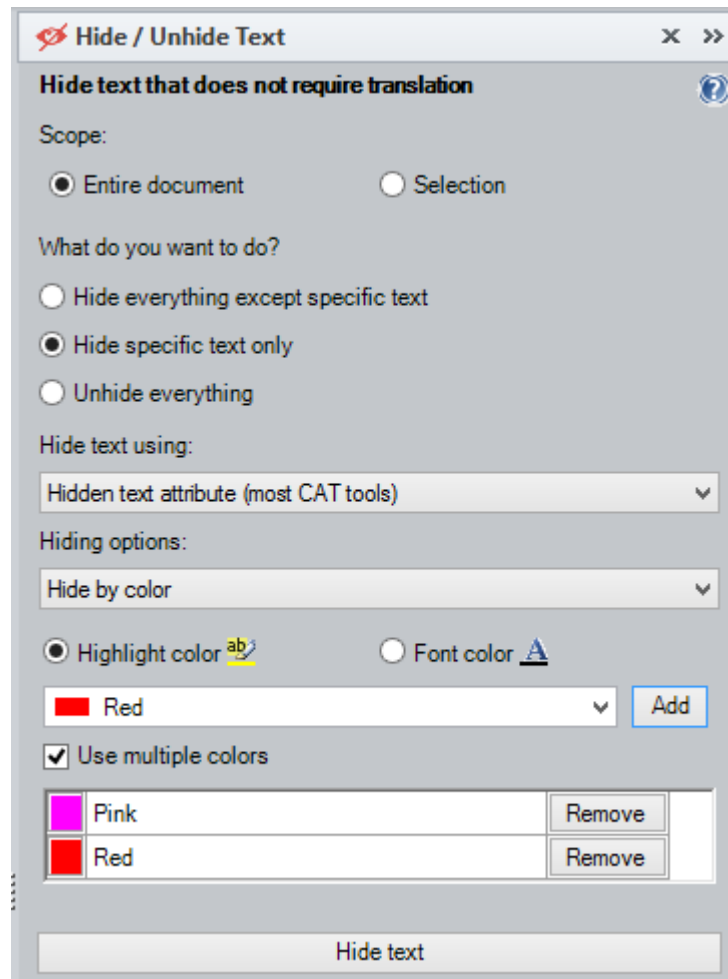
Use Hide / Unhide Text tool to hide text which is highlighted in specific colors. To do this, activate “Hide specific text only” option to hide the colored text, make sure that “Hide by color” option is selected, then check “Use multiple colors” option and add both colors to the list:



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When you click *Hide Text* button, the text highlighted in red and pink colors will be hidden and you can import the document into your CAT tool. Once the document is translated and exported from the CAT tool, do not forget to use *Hide / Unhide Text* tool once again with *Unhide Everything* option to Unhide all previously hidden text.



9. Case #9 – Create a dual-language document

Objective: based on a single-language original document, produce a document with original text on one side and its translation on the other side.

Here is the sample format of the final translated document (yellow highlighting denotes the translated text):

PURCHASE ORDER ЗАКАЗ НА ПОСТАВКУ						
No.:		Date: 17-Jun-2015				
No.:		Дата: 17 июня 2015 г.				
Vendor:	Mr. John Smith	Ph. + 7 (499) 111-16-12	e-mail: johsmith@gmail.com			
Поставщик:	г-н Джон Смит	Тел. + 7 (499) 111-16-12				
Buyer:	Mr. James McMurdoc	Ph. + 7 (499) 111-43-01	e-mail: j.mcmurdoc@csconstructionsolutions.com			
Покупатель:	г-н Джеймс МакМурдок	Тел. + 7 (499) 111-43-01				
Project manager:	Mr. Alexey Mage	Ph. + 7 (499) 111-43-01	e-mail: a.mage@csconstructionsolutions.com			
Проектный менеджер:	г-н Алексей Мэйдж	Тел. + 7 (499) 111-43-01				
Services: inspection of the original equipment and materials (extruders manufactured by Pomini) at the Plant Site at Ghawar						
Услуги: инспекция оригинального оборудования и материалов (экструдеры, произведенные компанией Pomini) на заводе в Гаваре						
POS. ПОЗ.	DESCRIPTION ОПИСАНИЕ	MU. ЕД. ИЗМ.	Q.TY КОЛ- ВО	CUR. ВА. ЛЮТА	TOTAL PRICE ИТОГОВАЯ ЦЕНА	Delivery date Дата поставки
01	Inspection services (Report, remarks/comments to the issued SPIR- Услуги по инспекции (Отчет, замечания/комментарии к выдаче списку SPIR)	AU Ед. работ	1	EUR EUR	XXX	
ESTIMATED TOTAL PO AMOUNT ПРИМЕРНАЯ ОБЩАЯ СУММА ЗАКАЗА				EUR Евро	XXXX	
PARTIES INVOLVED:			УЧАСТНИКИ:			
BUYER: XYZ CONSTRUCTION SOLUTIONS LTD Suite 111, 22 St James's Place, London, SW1A 1NP VAT- No.: GB 922508746			ПОКУПАТЕЛЬ: XYZ CONSTRUCTION SOLUTIONS LTD Suite 111, 22 St James's Place, Лондон, SW1A 1NP НДС №: GB 922508746			
VENDOR: AKA Engineering			ПОСТАВЩИК: AKA Engineering			
ABBREVIATIONS:			АББРЕВИАТУРЫ:			
PO means Purchase Order AL means Acceptance Letter			PO означает Заказ на покупку AL означает Письмо о принятии			
ACCEPTANCE LETTER			ПИСЬМО О ПРИЕМКЕ			
In case BUYER does not receive AL and PO duly stamped and signed for acceptance by VENDOR within 1 week from the date of receipt of the soft copy of the PO by email,			В случае если ПОКУПАТЕЛЬ не получает AL и PO, должным образом заверенные и подписанные Поставщиком для принятия, в течение 1 недели с даты			
XYZ CONSTRUCTION SOLUTIONS LTD Suite 111, 22 St James's Place, London, SW1A 1NP Web: www.csconstructionsolutions.com Email: info@csconstructionsolutions.com Tel: +44 (0) 111 147 7099 Fax: +44 (0) 111 009 1080			XYZ CONSTRUCTION SOLUTIONS LTD Офис: 111, 22 Сент-Джеймс Плейс, Лондон, SW1A 1NP Имеем: www.csconstructionsolutions.com Эл. почта: info@csconstructionsolutions.com Тел: +44 (0) 111 147 7099 Факс: +44 (0) 111 009 1080			Page 1 / 5 Стр. 1 / 5

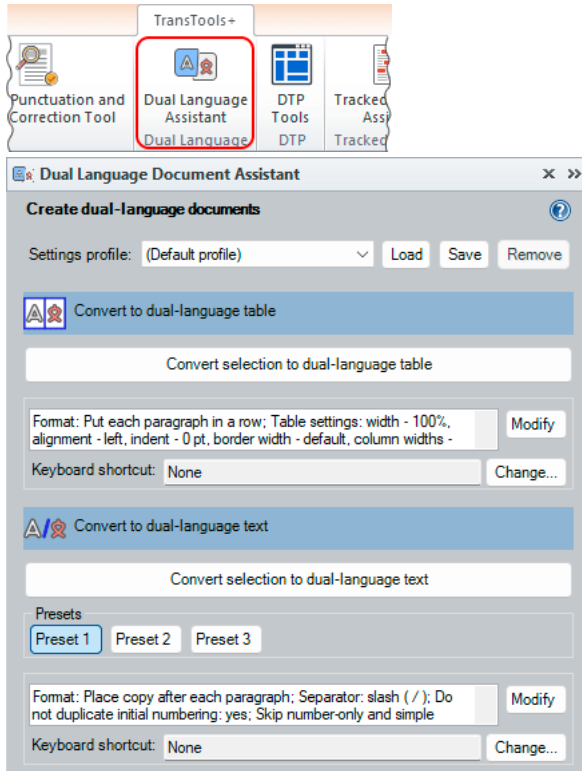
How to achieve this with TransTools+:

TransTools+ incorporates a tool called Dual Language Document Assistant which helps create a multi-language Word document based on a single-language document.



Here is the step-by-step workflow for creating a translated document containing original text side by side with the translated text:

1. Open the original document in Word.
2. Click the Dual Language Assistant button under TransTools+ tab to open Dual Language Document Assistant panel on the right side:



3. Analyze the source document and decide how the original text and the translation should be formatted in various parts of the document. Dual Language Document Assistant can produce two different dual-language formats:

- a. Dual-language table format – the source text and the future translation are placed in separate columns of a two-column table:

Download Windows 11 (Current release: Windows 11 2024 Update I Version 24H2) There are 3 options below for installing or creating Windows 11 media. Check out each one to determine the best option for you.	Download Windows 11 (Current release: Windows 11 2024 Update I Version 24H2) There are 3 options below for installing or creating Windows 11 media. Check out each one to determine the best option for you.
---	---

- b. Dual-language text format – the source text is separated from the future translation with a special separator such as a forward slash (/), line break, paragraph break, etc.:

Download Windows 11 / Download Windows 11
(Current release: Windows 11 2024 Update I Version 24H2)
(Current release: Windows 11 2024 Update I Version 24H2)
There are 3 options below for installing or creating Windows 11 media. Check out each one to determine the best option for you.
There are 3 options below for installing or creating Windows 11 media. Check out each one to determine the best option for you.



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Normally, the table format is used when the original text occupies the entire width of the page. The text format is frequently used when the original text has limited width: for text inside table cells, text in headers and footers, text in textboxes, and in other cases when a two-column table is not a viable option.

4. For the parts of the document which need to be formatted as a dual-language table, configure the conversion settings under Convert To Dual-Language Table section of the Dual Language Document Assistant panel, select a text fragment containing multiple paragraphs, and click Convert Selection To Dual-Language Table button in Dual Language Document Assistant panel:

PARTIES INVOLVED:

BUYER:
XYZ CONSTRUCTION SOLUTIONS LTD
Suite 111, 22 St James's Place,
London, SW1A 1NP
VAT- No.: GB 922508746

VENDOR:
AKA Engineering

ABBREVIATIONS:

PO means Purchase Order
AL means Acceptance Letter

ACCEPTANCE LETTER

In case BUYER does not receive AL and PO duly stamped and signed for acceptance by VENDOR within 1 week from the date of receipt of the soft copy of the PO by email, BUYER is entitled to cancel PO. In case of cancellation, VENDOR is not entitled to claim for any kind of reimbursement and PO is considered null and void.

A) SCOPE OF SERVICE

The scope of services: inspection of the original equipment and materials (extruders manufactured by Pomini) at the Plant Site in Noyu Urengoy, Russia (including organization and coordination of the activities by the VENDOR's personnel) on terms stipulated in the document "Conditions for VENDOR Field Services". Such activities shall be performed in accordance with the procedure mentioned in the Article "ENCLOSURES"

Convert to dual-language table

Convert selection to dual-language table

Format: Put each paragraph in a row; Table settings: width - 100%, alignment - left, indent - 0 pt, border width - default, column widths -

Keyboard shortcut: None



If you configure the command to place the translation in Column 2, the conversion will produce the following:

PARTIES INVOLVED:	PARTIES INVOLVED:
BUYER:	BUYER:
XYZ CONSTRUCTION SOLUTIONS LTD	XYZ CONSTRUCTION SOLUTIONS LTD
Suite 111, 22 St James's Place,	Suite 111, 22 St James's Place,
London, SW1A 1NP	London, SW1A 1NP
VAT- No.: GB 922508746	VAT- No.: GB 922508746
VENDOR:	VENDOR:
AKA Engineering	AKA Engineering
ABBREVIATIONS:	ABBREVIATIONS:
PO means Purchase Order	PO means Purchase Order
AL means Acceptance Letter	AL means Acceptance Letter
ACCEPTANCE LETTER	ACCEPTANCE LETTER
In case BUYER does not receive AL and PO duly stamped and signed for acceptance by VENDOR within 1 week from the date of receipt of the soft copy of the PO by email, BUYER is entitled to cancel PO. In case of cancellation, VENDOR is not entitled to claim for any kind of reimbursement and PO is considered null and void.	In case BUYER does not receive AL and PO duly stamped and signed for acceptance by VENDOR within 1 week from the date of receipt of the soft copy of the PO by email, BUYER is entitled to cancel PO. In case of cancellation, VENDOR is not entitled to claim for any kind of reimbursement and PO is considered null and void.
A) SCOPE OF SERVICE	A) SCOPE OF SERVICE
The scope of services: inspection of the original equipment and materials (extruders manufactured by Pomini) at the Plant Site in Novy Urengoy, Russia (including organization and coordination of the activities by the VENDOR's personnel) on terms stipulated in the document "Conditions for VENDOR Field Services". Such activities shall be performed in accordance with the procedure mentioned in the Article "ENCLOSURES"	The scope of services: inspection of the original equipment and materials (extruders manufactured by Pomini) at the Plant Site in Novy Urengoy, Russia (including organization and coordination of the activities by the VENDOR's personnel) on terms stipulated in the document "Conditions for VENDOR Field Services". Such activities shall be performed in accordance with the procedure mentioned in the Article "ENCLOSURES"

Note that each paragraph is placed in a separate row of the table.

You can also assign a keyboard shortcut by clicking the Change... button next to Keyboard Shortcut field, and then press this keyboard shortcut after selecting each subsequent text fragment.

Continue selecting fragments of text and clicking the button or pressing the keyboard shortcut until you have converted all the text fragments that should be in dual-language table format. For simple documents, you will only need to select text and click the button once, but for more complex documents, e.g. documents containing tables, this will need to be done several times.

By default, yellow highlight color will be applied to the text in the translation column. This formatting helps you hide the original text before translation in a CAT tool (see below).

To avoid the need to configure the same conversion settings for each document (unless you are satisfied with the default settings), save the conversion settings to a profile, including the Default profile. You will be able to load this profile in the future and save time configuring the settings.

- For the parts of the document which should be in dual-language text format, configure the conversion settings under Convert To Dual-Language Text section of the Dual Language Document Assistant panel, select multiple contiguous paragraphs, and click Convert Selection To Dual-Language Text button in Dual Language Document Assistant panel:



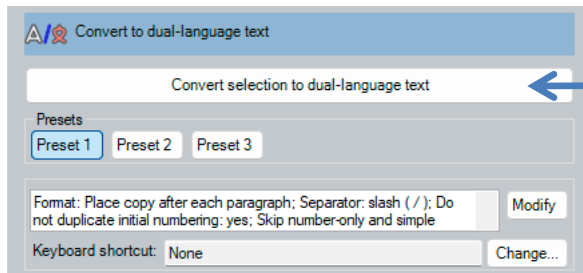
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Vendor:	Mr. John Smith	Ph. + 7 (499) 111-16-12	e-mail: johmsmith@gmail.com			
Buyer:	Mr. James McMurdoc	Ph. + 7 (499) 111-43-01	e-mail: j.mcmurdoc@csconstructionsolutions.com			
Project manager:	Mr. Alexey Mage	Ph. + 7 (499) 111-43-01	e-mail: a.mage@csconstructionsolutions.com			
Services: inspection of the original equipment and materials (extruders manufactured by Pomini) at the Plant Site at Ghawar						
POS.	DESCRIPTION	M.U.	Q.TY	CUR	TOTAL PRICE	Delivery date
01	Inspection services (Report, remarks/comments to the issued SPI	AU	1	EUR	XXX	
ESTIMATED TOTAL PO AMOUNT				EUR	XXXX	



If you use the paragraph break as the separator and the translation is on the right side, the above text will be converted as follows:

Vendor:	Mr. John Smith	Ph. + 7 (499) 111-16-12	e-mail: johmsmith@gmail.com			
Vendor:	Mr. John Smith	Ph. + 7 (499) 111-16-12	e-mail: johmsmith@gmail.com			
Buyer:	Mr. James McMurdoc	Ph. + 7 (499) 111-43-01	e-mail: j.mcmurdoc@csconstructionsolutions.com			
Buyer:	Mr. James McMurdoc	Ph. + 7 (499) 111-43-01	e-mail: j.mcmurdoc@csconstructionsolutions.com			
Project manager:	Mr. Alexey Mage	Ph. + 7 (499) 111-43-01	e-mail: a.mage@csconstructionsolutions.com			
Project manager:	Mr. Alexey Mage	Ph. + 7 (499) 111-43-01	e-mail: a.mage@csconstructionsolutions.com			
Services: inspection of the original equipment and materials (extruders manufactured by Pomini) at the Plant Site at Ghawar						
Services: inspection of the original equipment and materials (extruders manufactured by Pomini) at the Plant Site at Ghawar						
POS.	DESCRIPTION	M.U.	Q.TY	CUR	TOTAL PRICE	Delivery date
POS.	DESCRIPTION	M.U.	Q.TY	CUR	TOTAL PRICE	Delivery date
01	Inspection services (Report, remarks/comments to the issued SPI Inspection services (Report, remarks/comments to the issued SPI	AU AU	1	EUR EUR	XXX	
ESTIMATED TOTAL PO AMOUNT				EUR	XXXX	
ESTIMATED TOTAL PO AMOUNT				EUR	XXXX	

Note that we selected multiple paragraphs and the tool has converted each paragraph to the dual-language format. This means that you don't need to select each individual paragraph separately. Also, to convert a single paragraph, you don't need to select the full paragraph – just place the selection cursor in the middle of the paragraph and it will be converted.

You can also assign a keyboard shortcut by clicking the Change... button next to Keyboard Shortcut field, and then press this keyboard shortcut after selecting each subsequent text fragment.



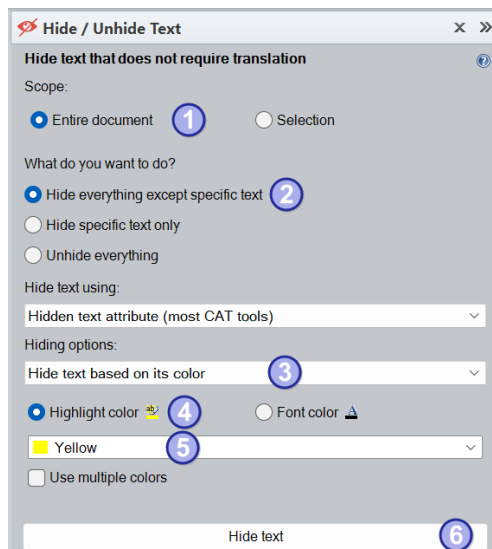
Continue selecting multiple paragraphs and clicking the button or pressing the keyboard shortcut until you have converted all the text fragments that should be in dual-language text format.

By default, yellow highlight color will be applied to the text on the translation side. This formatting helps you hide the original text before translation in a CAT tool (see below).

To avoid the need to configure the same conversion settings for each document (unless you are satisfied with the default settings), save the conversion settings to a profile, including the Default profile. You will be able to load this profile in the future and save time configuring the settings.

You can use multiple formats for different parts of the same document. For instance, you can use a forward slash (/) as a separator for headings, and use line breaks or paragraph breaks for other text. To achieve this, configure different settings using preset buttons and then switch between presets for converting text to the desired dual-language text format.

6. If you are going to use a CAT tool to translate the document, you now need to hide the original text before importing the document into your CAT tool. Open Hide/Unhide Text tool by clicking its button under TransTools+ tab. Make sure that “Hide everything except specific text”, “Hide text based on its color” and “Highlight color” settings are selected, then select Yellow color from the dropdown list. See the screenshot below. Since most of the above settings are the default settings, you only need to select the Yellow color from the list. Finally, click the Hide Text button.



This will apply hidden formatting to all the text unless it is highlighted in yellow color. This way, only the text on the right side (in our case) will remain visible, and only that text will be imported into the CAT tool for translation.

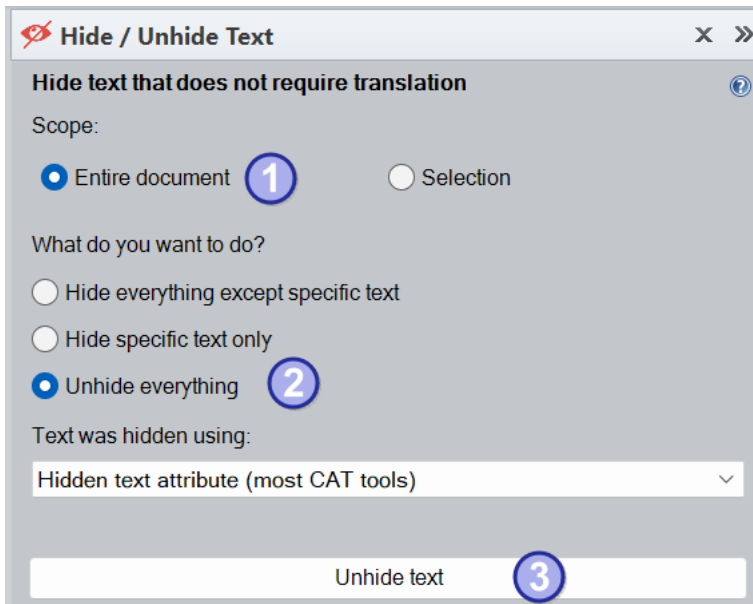
7. If you are using a CAT tool for translation, import the document into the CAT tool and translate it. If you used dual-language text format with a separator like forward slash or line break (not the paragraph break), you will see extra tags which must be correctly preserved during translation in order to retain the original text:



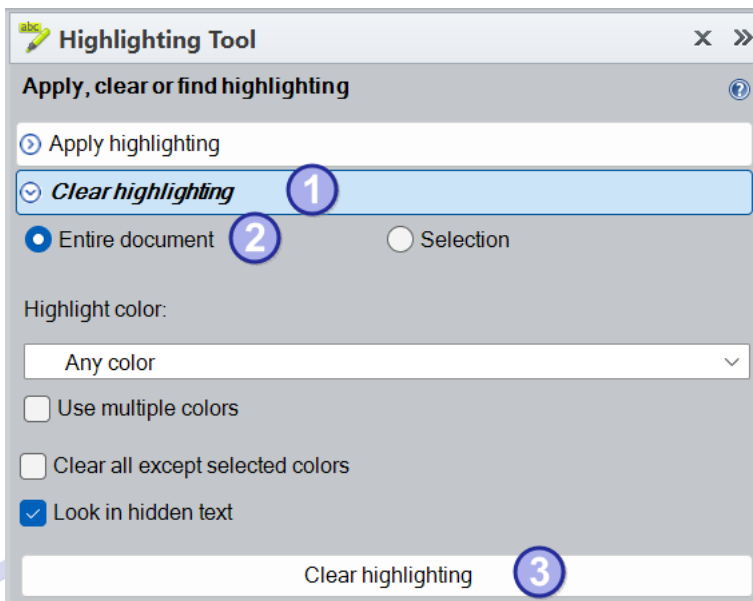
1. **PURCHASE ORDER /** rpr id='7' **PURCHASE-ORDER** rpr id='7' transform='close'

In this case, the purple tag indicates the original text, and the blue tags indicate formatting differences between the original text and the copy of the original text reserved for translation.

8. When the document has been translated in the CAT tool, export it, and then open it in Word. Open the Hide / Unhide Text tool, select the Unhide Everything setting and click the Unhide Text button:



To clear the color highlighting, open the Highlighting Tool from TransTools+ tab, click Clear Highlighting button at the top to activate the Clear Highlighting command, then click Clear Highlighting button at the bottom:





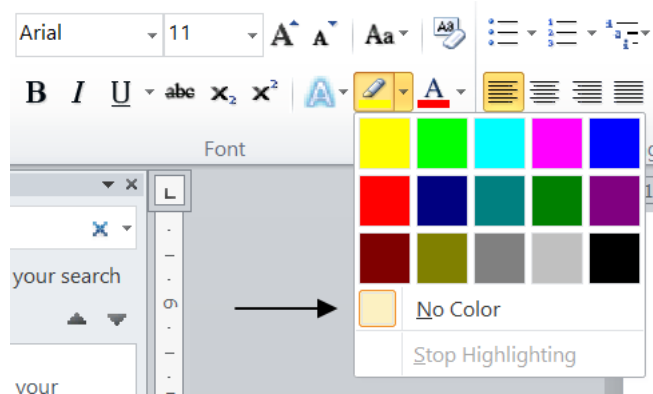
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You can also achieve the same using the Word's Highlight Color tool under the Home tab: select all the text in the document, use the Highlight Color tool and select No Color button as shown below. Repeat this for headers and footers if they are in dual-language format.



Now the text is fully translated and ready to be delivered to the customer.

The workflow (without clearing the highlight color) is demonstrated in [this YouTube video](#).



10. Case #10 – Colorize words and phrases to make translation or review easier

Objective: make sure that the text is translated in full accordance with European Medicines Agency requirements, using the approved translations of terms or whole phrases. To do this, create a special preview version of the document being translated, color-highlighting the phrases and terms that must be translated exactly as specified by the agency. This preview version will be used by the translators to understand which portions must be translated in strict accordance with special reference materials.

Example of colorizing a preview document:

1. **NAME OF THE MEDICINAL PRODUCT**

Product ...

2. **QUALITATIVE AND QUANTITATIVE COMPOSITION**

Section text.

2.1 **General description**

Section text.

2.2 **Qualitative and quantitative composition**

Section text.

Excipient(s) with known effect

For the full list of excipients, see section 6.1.

3. **PHARMACEUTICAL FORM**

The **tablet** can be divided into equal doses.

4. **CLINICAL PARTICULARS**

Method of administration

Precautions to be taken before handling or administering the medicinal product

How to achieve this with TransTools+:

In this case, we have 2 lists of words and phrases. The first list contains words and phrases that need to be painted in yellow, and the second list contains terms to be painted in red.

TransTools+ allows to process a document using its built-in tools one after the other, using a tool called *Document Processing Tool*.

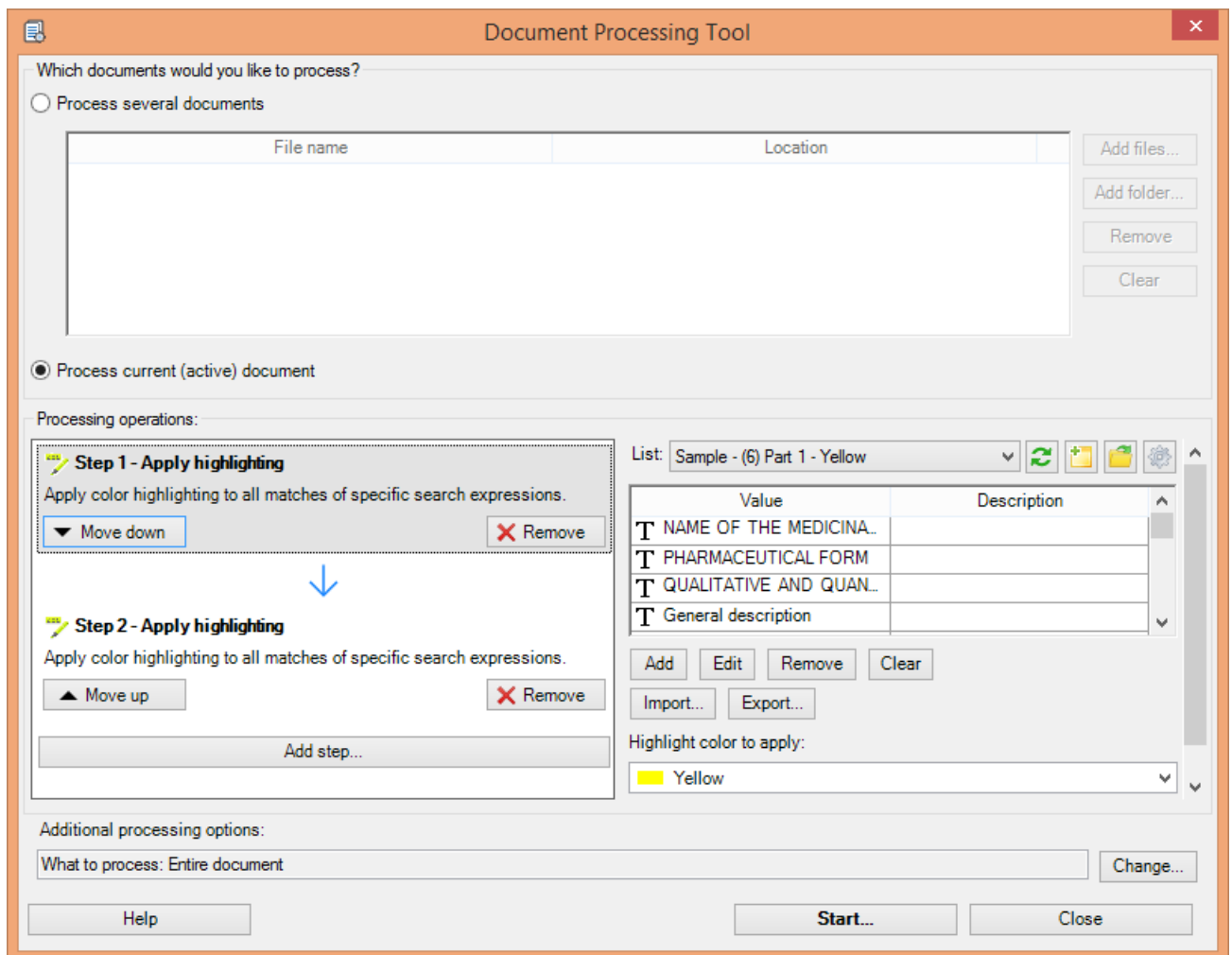
Here is how Document Processing Tool is configured for 2 separate highlighting operations:



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Document Processing Tool can be used in batch mode to process multiple documents at once, by checking *Process several documents* checkbox and adding the appropriate documents to the list.



11. Case #11 – Apply specific formatting to final document in accordance with customer requirements

Objective: your customer asks you to italicize a number of names in a document you translated. The list of names is predefined, but there are hundreds of occurrences of these names in the document.

Sample text:

Adults who grew up loving the original “Star Wars” trilogy may have groaned in disappointment, but for their kids, “Phantom” was the start of their “Star Wars” trilogy. And people packed the theaters regardless: “Phantom” grossed nearly \$1 billion worldwide, according to BoxOfficeMojo.com, (the 2012 3-D release pushed it beyond \$1 billion), and the sequels were wildly popular.

How to achieve this with TransTools+:

Use *Multiple Find & Replace* tool to create a replacement list containing the names that must be italicized:

Find What	Replace With	Type of expression	Search and replacement options
Star Wars		Text	Find whole words only
Phantom		Text	Find whole words only

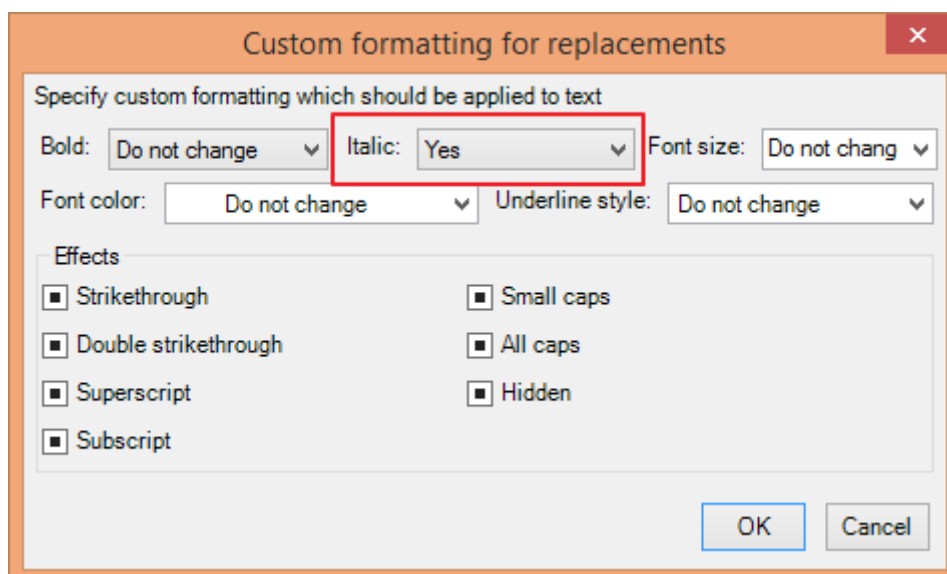
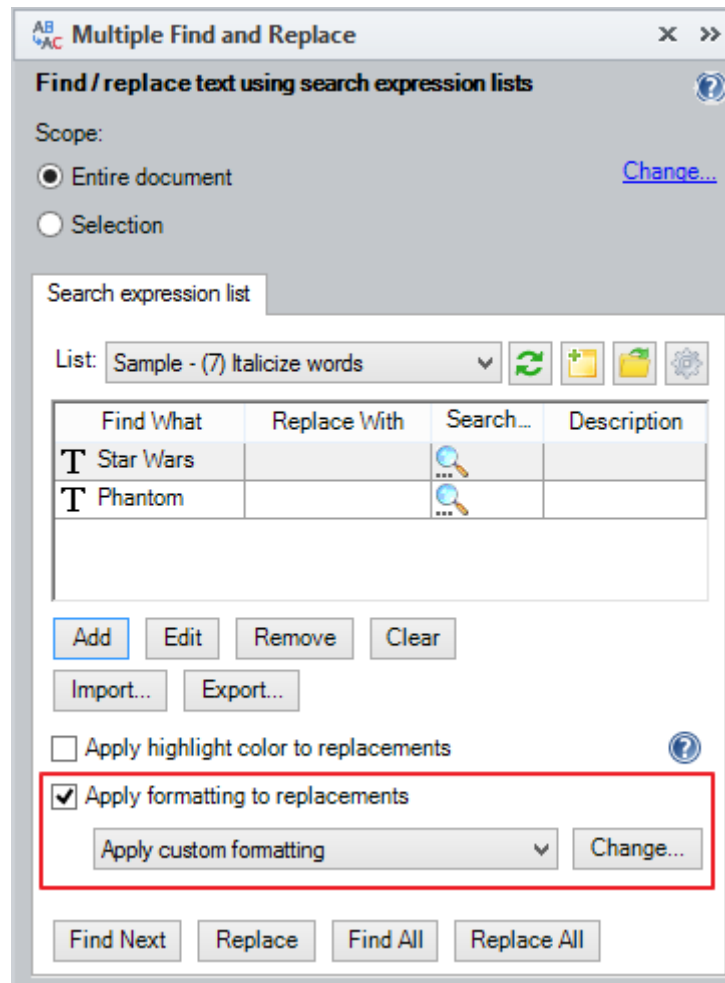
Replace With parameter should be left empty, which means that the text will not be replaced if replacement formatting is specified. To specify replacement formatting, activate a special option called “Apply custom formatting” and specify *Italic=Yes* in *Custom Formatting For Replacements* dialogue that will appear:



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When Multiple Find & Replace tool is fully configured, click *Replace All* button to perform replacements, or, if there is a possibility of accidentally replacing the wrong text, click *Find All*, review the list of occurrences and click *Replace Selected* button.

Result:

Last updated:
January 7, 2025

For more information, go to
<https://www.translatortools.net/plus>



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www.translatortools.net/plus

Adults who grew up loving the original “*Star Wars*” trilogy may have groaned in disappointment, but for their kids, “*Phantom*” was the start of their “*Star Wars*” trilogy. And people packed the theaters regardless: “*Phantom*” grossed nearly \$1 billion worldwide, according to BoxOfficeMojo.com, (the 2012 3-D release pushed it beyond \$1 billion), and the sequels were wildly popular.



12. Case #12 – Format a Word document converted from a PDF file

Objective: you have been provided a PDF brochure for a software product (https://dl.acronis.com/u/pdf/ATI2021_userguide_en-US.pdf) which you need to convert to a Word document before importing into the CAT tool. You have converted this PDF file to a Word document using ABBYY Finereader 15 and need to adjust the formatting in preparation for CAT tool import.

How to achieve this with TransTools+:

Open the PDF file side by side with the converted Word document, use *DTP Tools* tool to create formatting commands for each unique set of formatting that needs to be applied to paragraphs or specific phrases as you progress through the document, and apply the formatting commands you have created to the appropriate paragraphs.

Here is a sample from the PDF file:

1 Introduction

1.1 What is Acronis® True Image™?

Acronis True Image 2021 is a complete data protection solution that ensures the security of all of the information on your PC. It can back up your documents, photos, emails, and selected partitions, and even the entire disk drive, including operating system, applications, settings, and all of your data. One of its main features is Antivirus Protection consisting of Active Protection and Antivirus scan which is a combination of data protection and security features.

Backups allow you to recover your computer system should a disaster occur, such as losing data, accidentally deleting critical files or folders, or suffering a complete hard disk crash.

Online Backup allows you to store your files and disks on Acronis Cloud. Your data will be protected even if your computer is lost, stolen, or destroyed, and your data can be entirely recovered onto a new device, if needed.

And here is the same text in the PDF document:

- 1 → [Introduction]
- 1.1 → [What is Acronis® True Image™?]

Acronis True Image 2021 is a complete data protection solution that ensures the security of all of the information on your PC. It can back up your documents, photos, emails, and selected partitions, and even the entire disk drive, including operating system, applications, settings, and all of your data. One of its main features is Antivirus Protection consisting of Active Protection and Antivirus scan which is a combination of data protection and security features.

Backups allow you to recover your computer system should a disaster occur, such as losing data, accidentally deleting critical files or folders, or suffering a complete hard disk crash.

Online Backup allows you to store your files and disks on Acronis Cloud. Your data will be protected even if your computer is lost, stolen, or destroyed, and your data can be entirely recovered onto a new device, if needed.

As the first step, it is best to apply the most common formatting parameters to all document text before proceeding. This will allow us to save time. So, we can apply Spacing Before = 6 pt, Spacing After = 6 pt, Line Spacing = Single, Widow/Orphan Control = Yes to all text (this is done manually):

The text will look like this:



- 1 → [Introduction]
- 1.1 → [What is Acronis® True Image™?]

Acronis True Image 2021 is a complete data protection solution that ensures the security of all of the information on your PC. It can back up your documents, photos, emails, and selected partitions, and even the entire disk drive, including operating system, applications, settings, and all of your data. One of its main features is Antivirus Protection consisting of Active Protection and Antivirus scan which is a combination of data protection and security features.

Backups allow you to recover your computer system should a disaster occur, such as losing data, accidentally deleting critical files or folders, or suffering a complete hard disk crash.

Online Backup allows you to store your files and disks on Acronis Cloud. Your data will be protected even if your computer is lost, stolen, or destroyed, and your data can be entirely recovered onto a new device, if needed.

Now, we will format the headings (“1 Introduction” and “1.1 What is Acronis® True Image™?”) and the following paragraphs exactly as in the PDF file:

- 1 → [Introduction]
- 1.1 → [What is Acronis® True Image™?]

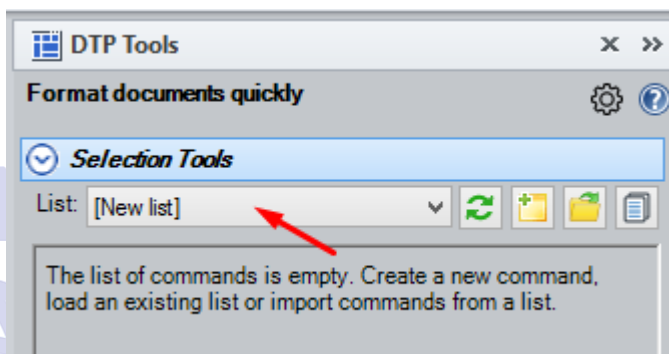
Acronis True Image 2021 is a complete data protection solution that ensures the security of all of the information on your PC. It can back up your documents, photos, emails, and selected partitions, and even the entire disk drive, including operating system, applications, settings, and all of your data. One of its main features is Antivirus Protection consisting of Active Protection and Antivirus scan which is a combination of data protection and security features.

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We will then create 3 separate formatting commands for Level 1 heading, Level 2 heading and paragraphs in DTP Tools.

First, open “[New list]” in DTP Tools panel since we want to create an ad-hoc list for formatting this specific document and similar documents if any.





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Microsoft Word plug-in for LSPs, translators, editors, DTP specialists

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New formatting command

Use advanced settings

Paragraph formatting: Check all Uncheck all

Apply?	Formatting parameter
General	
<input checked="" type="checkbox"/>	Alignment: Left
Indentation	
<input checked="" type="checkbox"/>	Left indentation: 0 cm
<input checked="" type="checkbox"/>	Right indentation: 0 cm

Font formatting: Check all Uncheck all

Apply?	Formatting parameter
General	
<input checked="" type="checkbox"/>	Font: Tahoma
<input checked="" type="checkbox"/>	Asian text font: Tahoma
<input checked="" type="checkbox"/>	Font style: Regular
<input checked="" type="checkbox"/>	Font size: 20 pt

Command name:

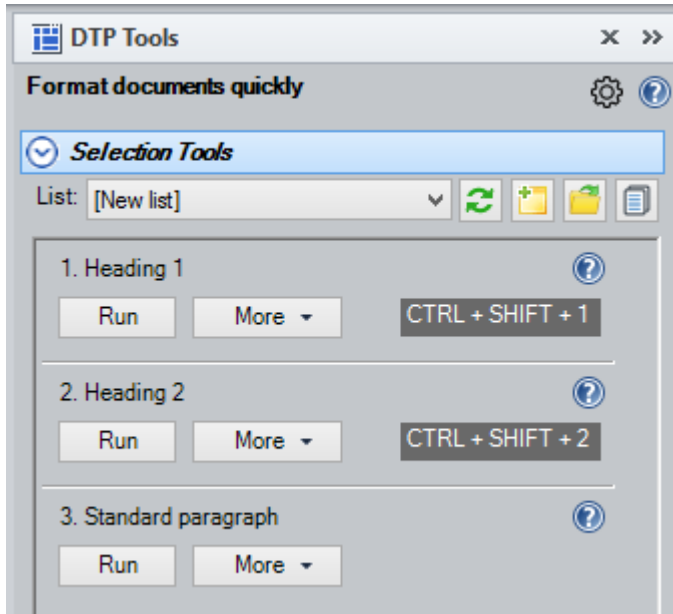
Command description:

Keyboard shortcut (for quick execution of command if the command's list is selected in DTP Tools):

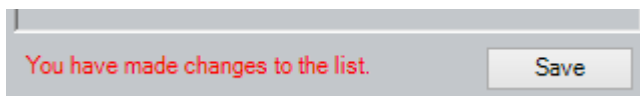
Help Save Cancel



When you have created the commands, DTP Tools panel will look like this:



You can save the new list by click the Save button below:



Now, it will be easy for you to format the following paragraphs (especially headings) as you progress through the document. For example, when we encounter this heading

- → [Integration with Windows Security Center]
- **1.3 Backups created in Acronis True Image 2020 or later**
Acronis True Image 2020 introduced a new backup format -- TIBX, which is even more reliable and convenient. The TIBX format is used for disk backups created to internal drives, external drives, network storage.

we only need to select the entire heading paragraph and Run button for the 2nd command or press Ctrl+Shift+2:

- → [Integration with Windows Security Center]
- **1.3 Backups created in Acronis True Image 2020 or later**
Acronis True Image 2020 introduced a new backup format -- TIBX, which is even more reliable and convenient. The TIBX format is used for disk backups created to internal drives, external drives, network storage.

This will set correct paragraph spacing, indents, font size, color, etc.

In the above example, we create commands that apply all the formatting parameters of the text on whose basis the command was created. However, you can also create commands which apply only



a couple of formatting parameters, thus leaving all the other formatting parameters as is. For example, many documents contain 2 or 3 custom text colors, and you can create custom formatting commands which will only store the text color as the only parameter. For the above document, we can create a command for the light blue text color of headings:

New formatting command

Use advanced settings

Paragraph formatting: Check all Uncheck all

Apply?	Formatting parameter
General	
<input type="checkbox"/>	Alignment: Left
Indentation	
<input type="checkbox"/>	Left indentation: 0 cm
<input type="checkbox"/>	Right indentation: 0 cm

Font formatting: Check all Uncheck all

Apply?	Formatting parameter
<input type="checkbox"/>	Asian text font: Inanoma
<input type="checkbox"/>	Font style: Regular
<input type="checkbox"/>	Font size: 18 pt
<input checked="" type="checkbox"/>	Font color: Blue
<input type="checkbox"/>	Underline style: None

Command name:
Light blue text color

Command description:

Keyboard shortcut (for quick execution of command if the command's list is selected in DTP Tools):
None

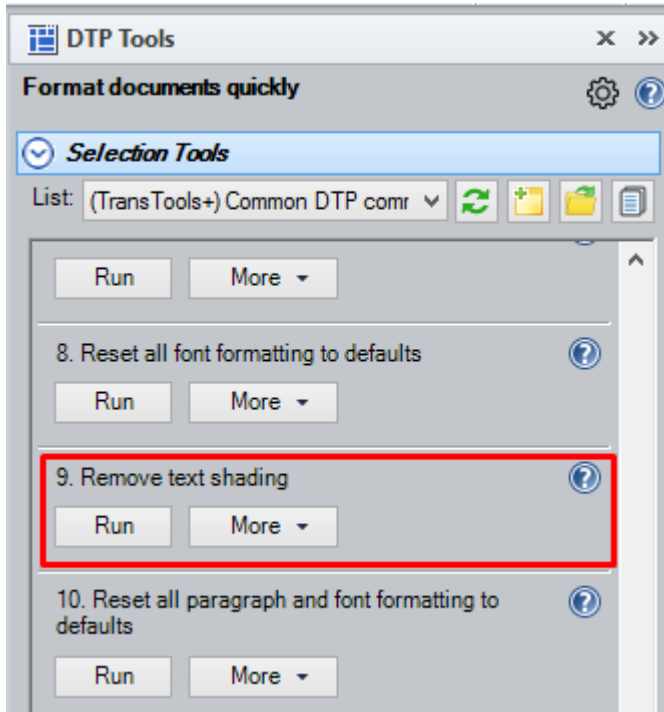
Help Save Cancel

This way, if we encounter non-heading text which must also be formatted in light blue, we can easily apply this color to the text.

You can use the above approach to create commands to apply such command formatting parameters as Keep With Next, Page Break Before, Font Color = Automatic, etc. Coupled with shortcut keys, you will be able to save time on formatting tasks.



In addition to ad-hoc commands you have created, you can use built-in commands provided by DTP Tools. One useful command is called “Remove text shading” available in the built-in list called “(TransTools+) Common DTP commands”:



This command is useful for removing text shading applied by ABBYY Finereader to text that Finereader is uncertain about:

■ → *Beta-builds-are-not-supported. See <https://kb.acronis.com/content/60589>*

■ → *Windows-Embedded, loT editions, Windows-10-LTSB, and Windows-10-LTSC-are-not-supported*

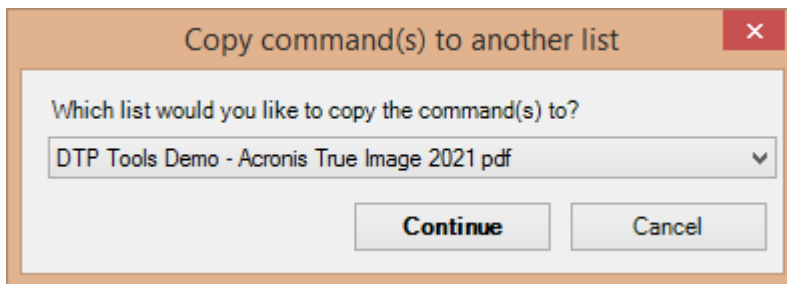
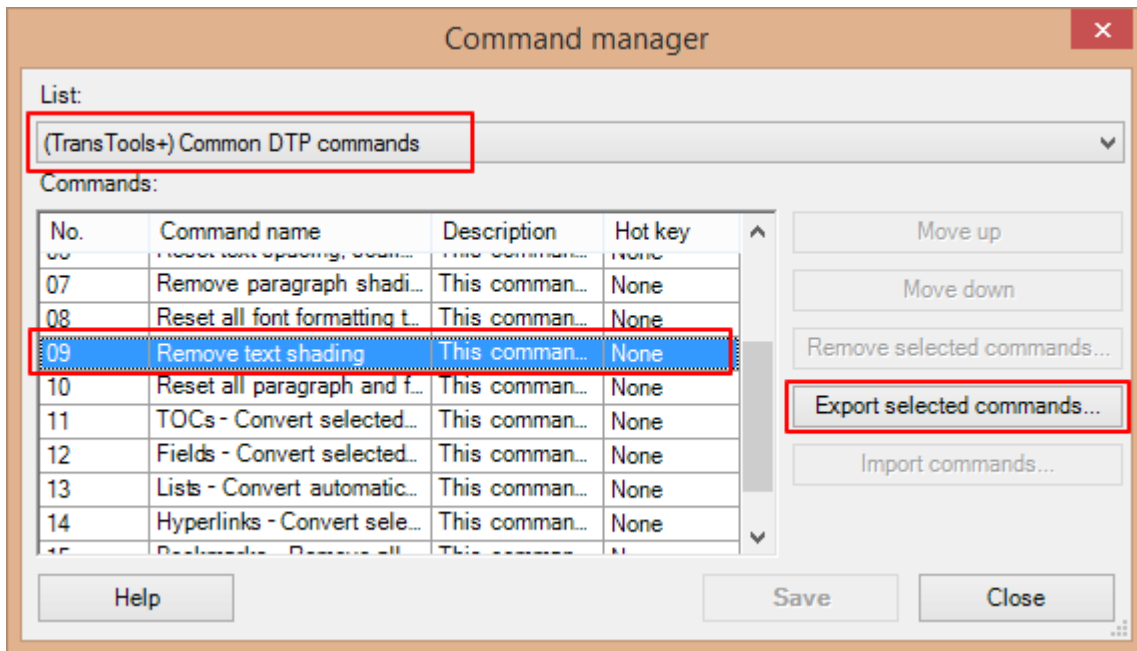
To use this command quickly, it is best to copy it into the command list that you have created for this document. To do this, click *Manage Commands...* button, select “(TransTools+) Common DTP commands” list, select “Remove text shading” in the list and click *Export selected commands...* to export the selected command to the list you previously saved:



TransTools+

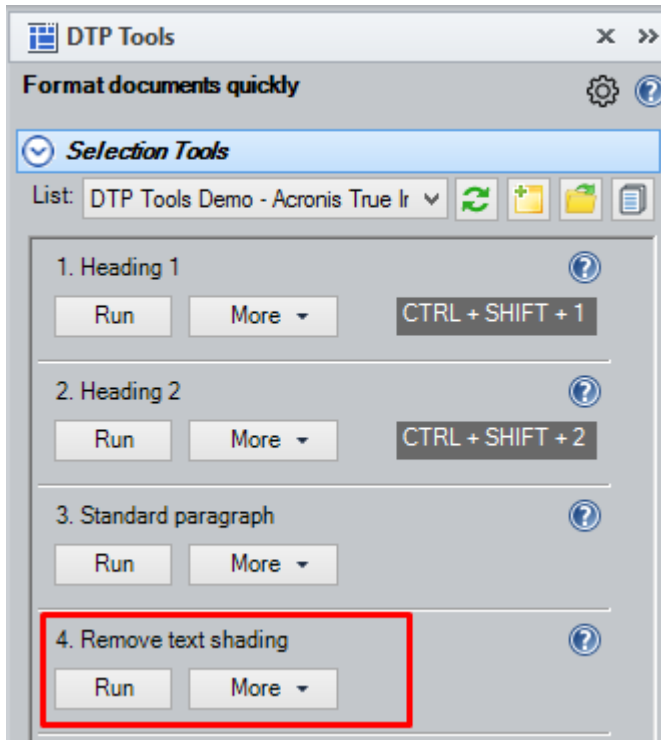
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This way, this command will be available in the command list you will be using during document formatting so you can run it quickly:



For more information about the capabilities and options of DTP Tools, [see DTP Tools online documentation](#).

13. Case #12 – Create a quote for translating a Word document revised using Tracked Changes mode

Objective: your customer asks you to translate a new revision of a Word document (with tracked changes) which was previously translated by someone else, without providing the translation memory, and asks you to provide a quote. The translated document must be prepared in Tracked Changes mode.

How to provide a quote for this work with TransTools+:

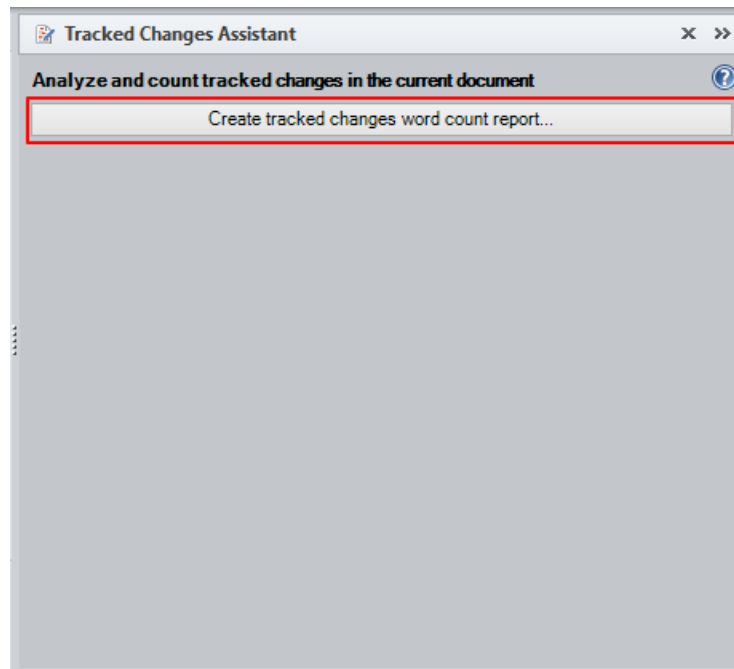
Use *Tracked Changes Assistant* tool to analyze the tracked changes in the source Word document. To do this, open the revised document and click *Tracked Changes Assistant* button under TransTools+ tab and click *Create tracked changes word count report* button:



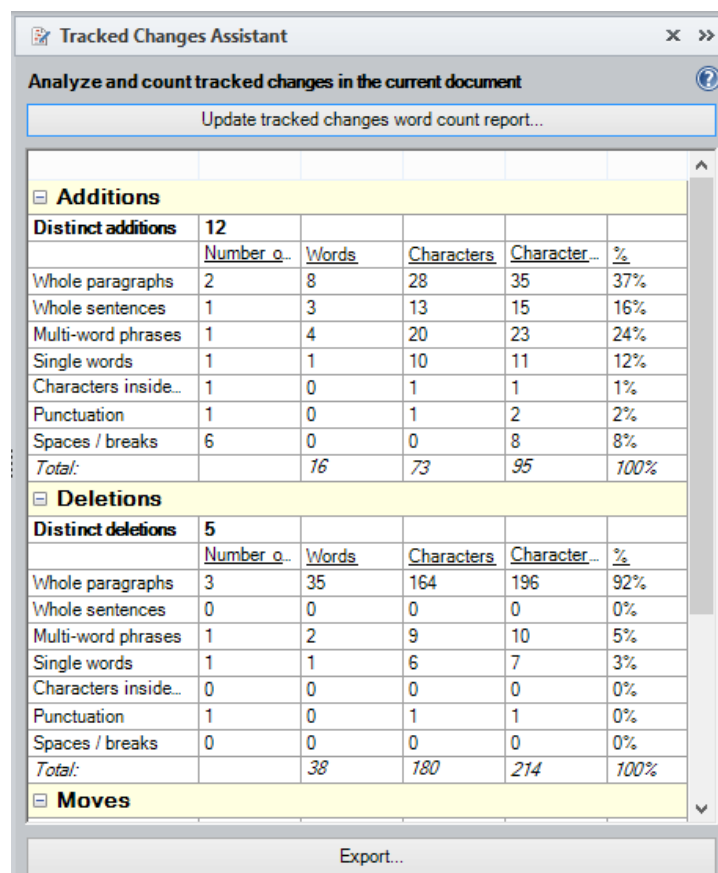
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You will be presented with a detailed report:



The report provides the total number of words/characters that were inserted, deleted or moved, the total number of distinct changes, and the structure of the changes (how much text within those changes are full paragraphs, full sentences, phrases, words, or individual character changes).

The most important section is *Additions* section, which reflects the text that was inserted. It is highly recommended to take into account the elements that contain the added text (i.e. paragraphs,

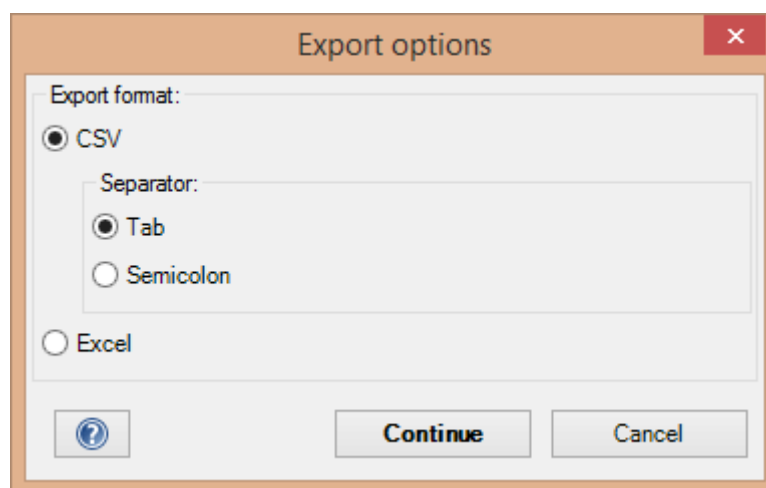


sentences, phrases, words and characters): it will be more difficult for you to translate the added phrases/words/characters than to translate full sentences/paragraphs. You can do so by using factors applied to the appropriate rows of the word count report.

The *Deletions* section is also important for your quote. Obviously, you cannot use the deletions word count in the same way as the additions word count because it is often easier to delete text than to translate the newly added text. However, while it will be easy to delete full paragraphs or sentences from the previously translated document, it will be harder to delete phrases/words/characters because you will need to reword the previous translation of individual sentences.

The *Moves* section reflects the text that was moved around via copy-paste or drag-and-drop. Usually, the amount of effort required for moving text is relatively small, but it will still take you time to locate the corresponding text in the previously translated document and move the text appropriately. Note that Microsoft Word does not always track moved text correctly, so even though a certain sentence was moved around, it can be tracked as an insertion + deletion rather than a single move.

To make it easier for you to perform calculations, e.g. apply factors to certain rows of the word count report, and provide your customer with the final quote, you can export the tracked changes word count report in CSV or Excel format by using *Export...* button located at the bottom of *Tracked Changes Assistant* panel:



14. Case #13 – Anonymize linguist names in tracked changes

Objective: Your customer asks you to translate a new revision of a Word document that was translated earlier, and this new revision contains tracked changes that must be incorporated into the previous translation as tracked changes. The customer also requests that you anonymize the names of your linguists who incorporate tracked changes, by marking tracked changes as created by “Translator” instead of real names.

How to replace real names of your linguists in tracked changes with a different name:

Use *Author Anonymizer* tool to replace author names in tracked changes in one or more Word documents. To do this, click *Author Anonymizer* button under TransTools+ tab. This will open Author Anonymizer window:



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The screenshot shows the 'Author Anonymizer' dialog box with the 'Documents and processing options' tab selected. The 'Which documents would you like to process?' section has 'Process several documents' selected. Below this is a table with columns 'File name' and 'Location', and buttons for 'Add files...', 'Add folder...', 'Remove', and 'Clear'. The 'Settings' section includes a 'Settings profile' dropdown set to '(Default profile)', with 'Load', 'Save', and 'Remove' buttons. The 'Action:' dropdown is set to 'Update author information'. The 'Change the following author names:' section has an empty text box and buttons for 'Add', 'Add from...', 'Edit', and 'Remove selected'. There is a 'Match case (John ≠ john)' checkbox. The 'Change to:' section has 'New author:' set to 'Translator' and 'New author initials (applies to comments only):' set to 'T'. At the bottom are 'Help' and 'Next >' buttons.

Click the *Add files...* button to add the documents you would like to anonymize, and then click *Add from...* button next to the author name list, then click *Add from documents to be processed* menu item:

This close-up shows the 'Add from...' button in the 'Change the following author names:' section. A context menu is open, showing three options: 'Add', 'Add from...', and 'Add from document(s) to be processed'. The 'Add from document(s) to be processed' option is highlighted in blue. Below the menu is the 'Match case (John ≠ john)' checkbox.



The list of author names will be filled with all unique author names used in tracked changes and comments within the documents you selected:

Change the following author names:

Author Donald Duck John Doe

Use *Remove* button to remove any author names which you want to remain unchanged, so that the list contains only the linguist names you want to be replaced.

Next, configure the new name that you would like to appear in tracked changes instead of the listed author names (this is “Translator” by default), then make sure that “Revisions” checkbox is checked but all other checkboxes in Document Information group remain unchecked:

Change to:

New author:

New author initials (applies to comments only):

Process the following document information:

Revisions Comments

Document properties

Author Last saved by (*) Manager Company

Click the *Next* button to go to the next step. You may be prompted to make choices about the documents you selected, and then decide whether you would like to back up the original documents before updating them.

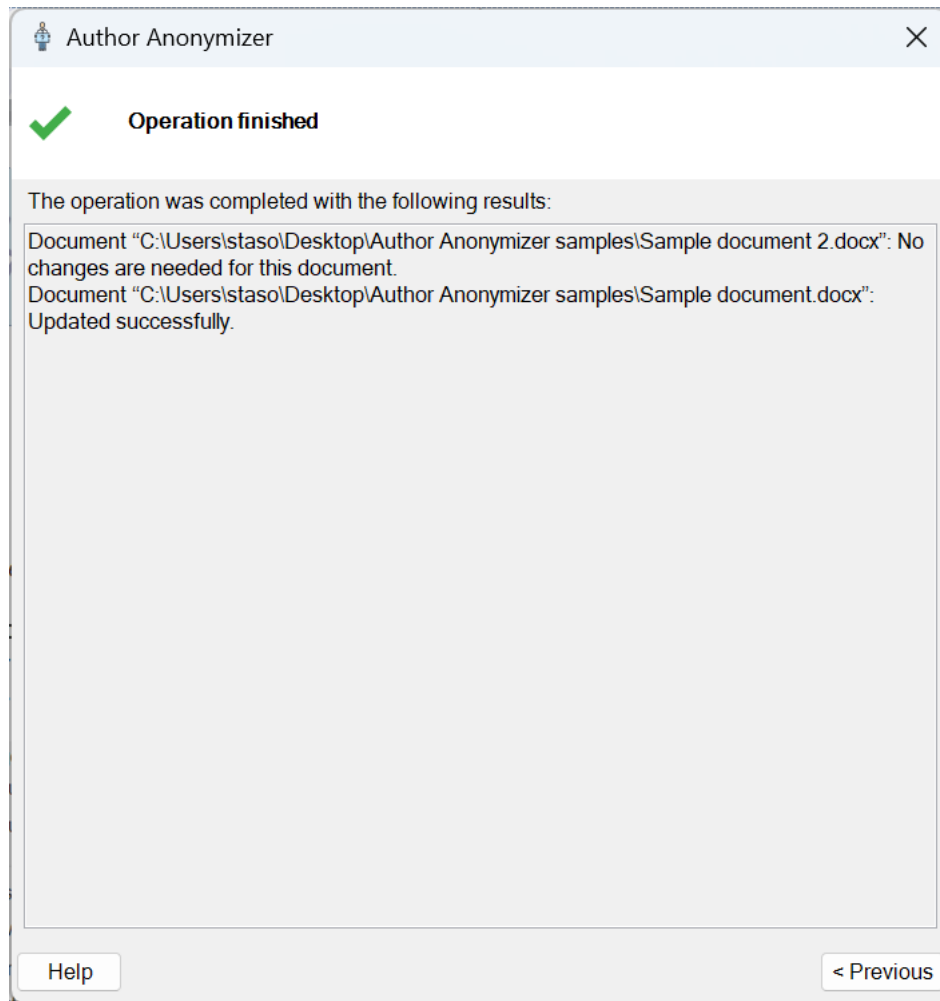
Back up original documents before updating

The original documents will be backed up in the same folder, with the date and time of the processing operation added to the original file names. For example, if you process a document named “Sample document”, the back-up file will be named something like “Sample document_2024-01-30-13-01” (if processing took place at 13:01 on January 30, 2024).





Finally, Author Anonymizer will provide a report about updates:



You are done. Now, if you open the processed documents, you will see that the author names in tracked changes have been updated to 'Translator'.

If you have a special use case and would like to find out whether it can be addressed using TransTools+, write an email to info@translatortools.net.

TransTools+ helps translators, editors, LSP project managers, DTP specialists and other translation industry professionals improve quality and productivity. For more information, go to <https://www.translatortools.net/plus> or write an email to info@translatortools.net.

Download TransTools+ at <https://www.translatortools.net/downloads> and try the fully functional version for free for 30 days.