

"Wordfast CAT Tool Basics"

1st edition, revised

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Wordfast is one of the most popular CAT (computer-assisted translation) tools. It was created by Yves Champollion. *Wordfast* interacts with *Microsoft Word*, but apart from the text files of this program, it can also be used to translate other files (e.g. *Microsoft Excel* XLS files).

Detailed information about this tool can be found on its official website (in the translation of which I had the pleasure to participate ☺):

<http://www.wordfast.net/>

Once you download *Wordfast*, install it following the attached instructions.

Launch *Word* and click the  icon.

This will expand the **Wordfast** toolbar:




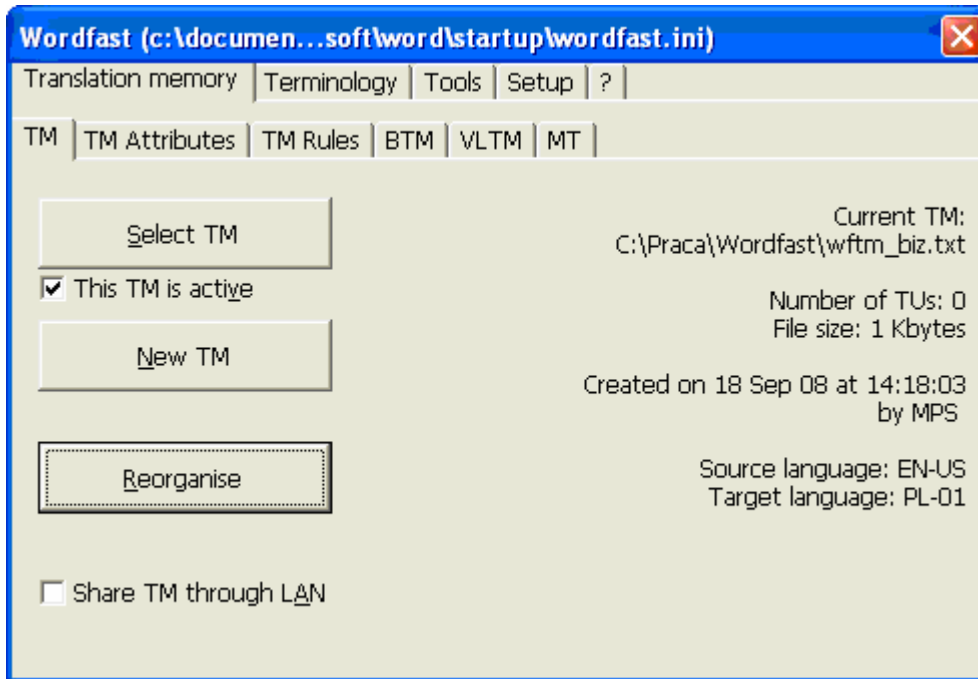
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Click the  icon on the bottom of the toolbar – the configuration window will be displayed:



Configure the key options:

1. Translation memory:

- click the **New TM** button
- choose the language pair (e.g. *EN-US* > *PL-01* for the pair: American-English > Polish)
- save the generated file in a folder of your choice (it is recommended to create a separate folder, e.g. *Wordfast* in *My Documents*)
- an empty translation memory is ready.

2. Glossary:

- the **Terminology** tab allows you to add your glossary (**Select glossary**) or create a new one (**New glossary**).

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3. Electronic dictionary:

- the above tab (*Terminology*) contains the *Reference* tab – you can specify the path to a dictionary installed on your computer and select a shortcut key to launch this dictionary while you use *Wordfast* (e.g. **Ctrl+Alt+D**).

Close the configuration window and select **OK** when prompted: *Save settings to... wordfast.ini?*

Open the file to be translated.

Click the *Start translation*  icon or press the **Alt+↓** shortcut key.

Once you translate the segment, press the **Alt+↓** shortcut key again, and so on.

When a repetition or a fuzzy match is found, the target segment frame will display the translation retrieved from the memory. This frame will have a green (repetition) or yellow (fuzzy match) background:

{0>

Abc Def Ghi Jkl Mno Pqr Stu Vwx Yz0 123 456 789.

<}&{>

Abc Def Ghi Jkl Mno Pqr Stu Vwx Yz0 123 456 789.

<0}.

{0>

Abc Def Ghijkl Mnopqr StuvwxYz 0123 456789.

<}&&&{>

Abc Def Ghi Jkl Mno Pqr Stu Vwx 0123 456789.

<0}.

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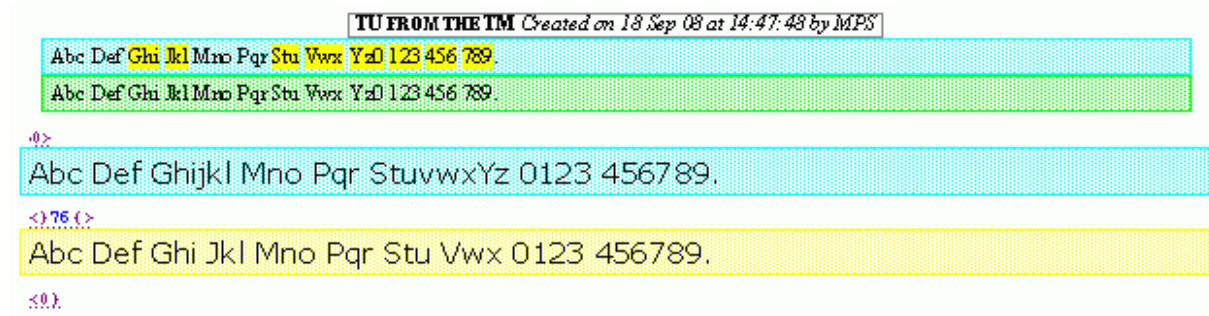
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Accept the suggestion and go to the next segment or make changes, if the proposed translation does not fully match the source segment.


If you want to copy the entire source segment into the target segment, use the **Alt+S** shortcut key.

You should also remember the **Ctrl+Alt+M** shortcut key, which previews the appropriate unit from the translation memory while you translate a given segment (with differences highlighted):



If you make a mistake (e.g. a typo), you can edit the segment saved in the translation memory – click the **Edit TM**  icon or press the **Alt+M** shortcut key.

After completing a given session/translation, click the **End translation**  icon or press the **Alt+End** shortcut key to finish your work and collapse the **Wordfast** toolbar.

Once the entire document is translated, click the **Quick clean-up**  icon. *Wordfast* will remove its tags and source segments from the document, leaving a finished translated text.

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