# Process for Editing the Content of an SDL Trados GroupShare Translation Memory.

## 1. Introduction

The purpose of this document is to provide a method by which the content of either an SDL Trados GroupShare server-based Translation Memory (TM), or an SDL Trados Studio Desktop file-based TM can be opened and edited.

To search and edit the content of a TM, whether it is a GroupShare server-based TM or a Trados Studio file-based TM, you will need to open and view it from within the **Translation Memories** view of the SDL Trados Studio Desktop application.

Although you can open and edit GroupShare server-based TM's directly within SDL Trados Studio Desktop, I would recommend that it is better (and maybe safer) to export the GroupShare server-based TM you want to work on and then import this into a newly created **File-based** TM in Trados Studio Desktop. This means that there will be no operational impact on the GroupShare TM while it is being edited and, by taking the editing process off-line, it means the editing can be undertaken and checked safely before the new version is put back into live production in GroupShare.

## 2. Exporting SDL Trados GroupShare server-based TM's

### 2.1 From SDL Trados GroupShare.

2.1.1    Access the GroupShare server-based TM you wish to edit (this can be done either via the GroupShare web user interface or via Trados Studio Desktop) and export the content of the TM you wish to work with.

If exporting the TM from within the GroupShare web interface:

- ➢ Click on **Resources.** (1)
- ➢ Click on **Translation Memories.** (2)
- ➢ Check the box next to the TM's name you wish to export. (3)
- ➢ Click on **Export.** (4)
- ➢ Select **Translation Memory** and then the language pair *(e.g. English (United States > German (Germany)* you wish to export. (5)



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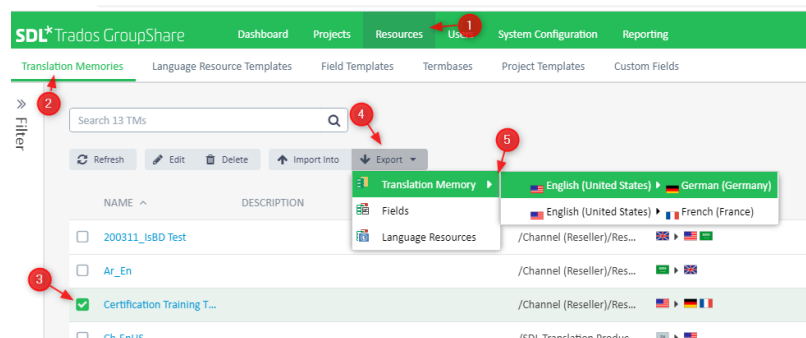
2.1.2    When the export begins some messages will appear on the right-hand side of the screen. In the second message box, click on the link to download (1). You will see that the file created is a tmx.gz file. This file will be stored in your **Downloads** folder.
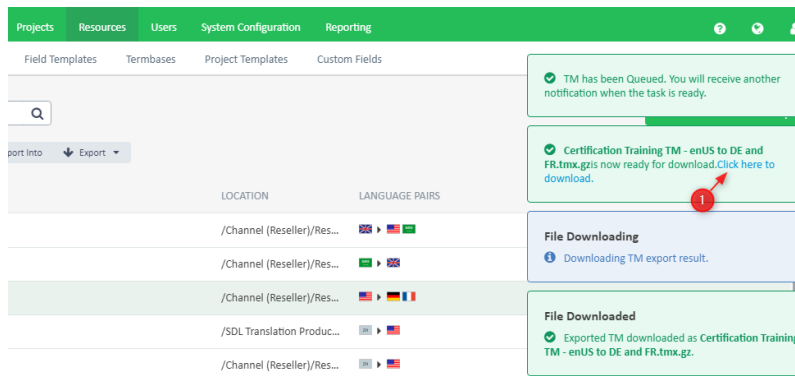


## 2.2 From SDL Trados Studio Desktop.

2.2.1    Open SDL Trados Studio Desktop and select **File – Setup – Servers**. This will open the **Servers** dialog box where you can use the **Add** button to access and log into your GroupShare system.

2.2.2    Once logged in, click on the **Translation Memories** view (1) in Trados Studio.

2.2.3    In the **Home** tab ribbon click on **Open** (2) and select **Open Server-based Translation Memory** (3).

2.2.4    This will open the **Select Translation Memory** dialog box and allow you to select the GroupShare server-based TM you wish to work with. To do this you will need to choose the **Organisation** (1) and then the **Translation Memory** (2). Check that the language pairs supported are the one(s) you want to work with (3) and then click on **Finish** (4).

| Translation Memories view | Select Translation Memory dialog box |
|---|---|
|  |  |
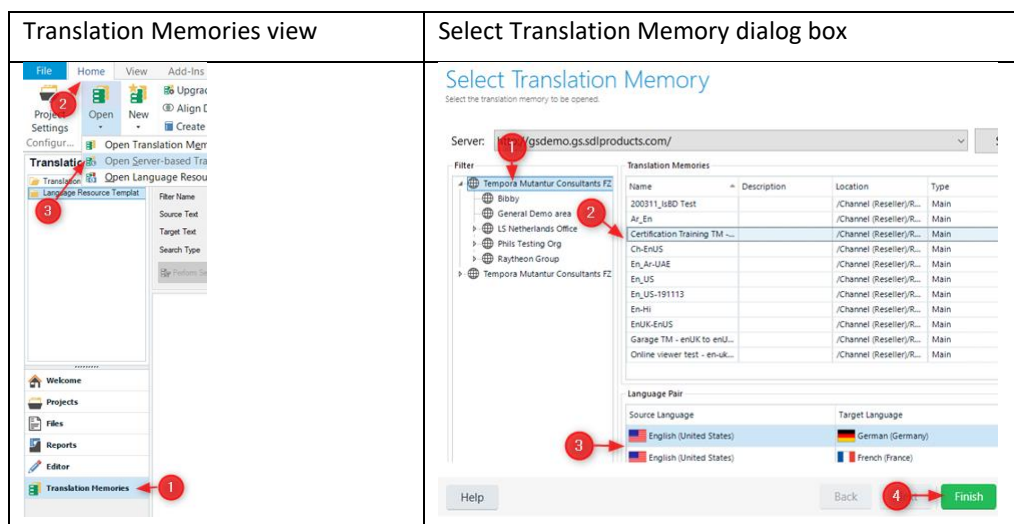
2.2.5 This will now display one language pair in the main window of the Translation Memories view. If your GroupShare server-based TM supports more than one language pair you can pick the one you want by expanding the arrow by the TM you want to work (1) with and then select the language pair you want e.g. en-US -> de-DE (2) .
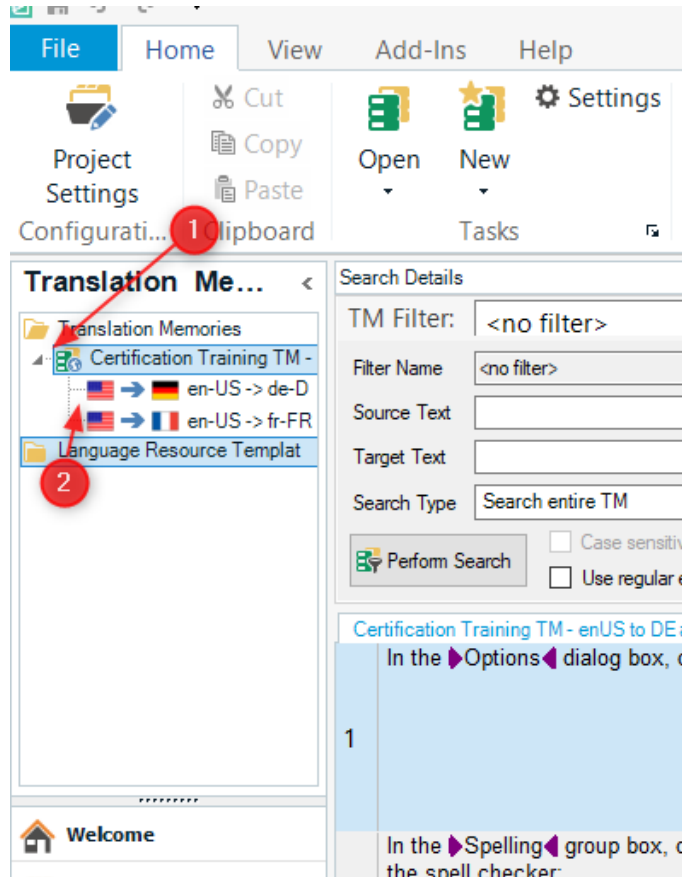


2.2.6 You are now ready to export the content of the language pair you want. To do this highlight the language pair you want to export (1), right-click your mouse and the select **Export** (2).
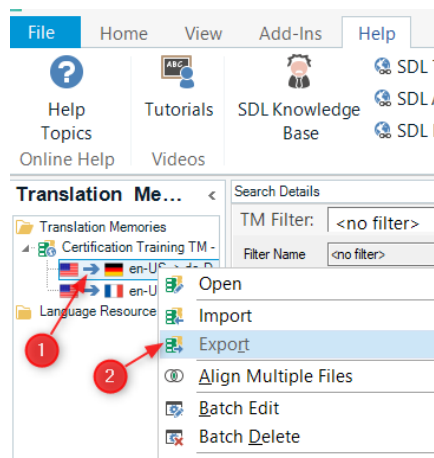
2.2.7 The **Export Options** dialog box is now displayed. Click on **Browse** (1), select where you wish to place the export file on your computer (2) and then give the file a name (3). Leave the **Save as type** as TMX Files (*.tmx) (4) and click on **Save**. You can now click on **Finish** in the **Export Options** dialog box.
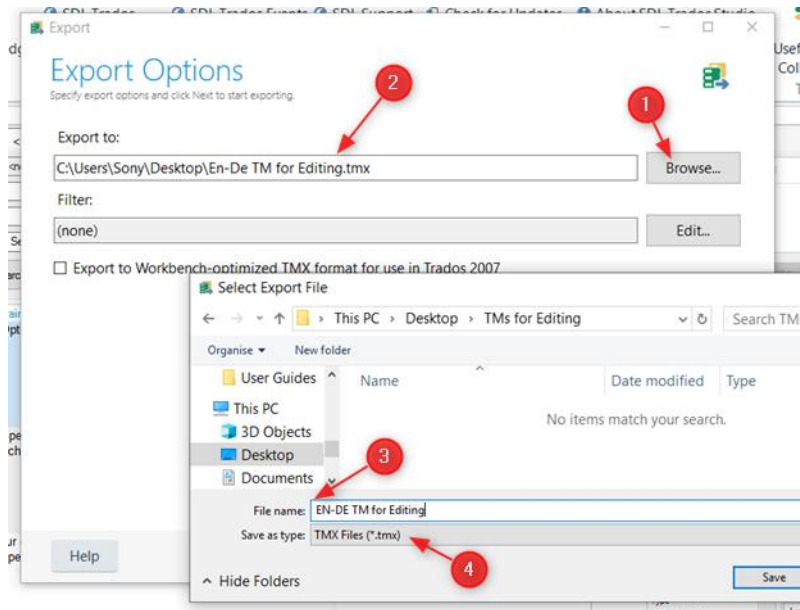


*Note: You will also see that in the Export Options dialog box there is also an option to use filters to reduce the number of TU's exported from the TM (e.g. by date / particular TM Field etc.). This topic is not covered in this document, but you can find out more about TM filters* [here](here) *in the SDL Trados Studio Help.)*

2.2.8 You will now be in the **Exporting** dialog box. This will show you how many TU's have been exported and let you see if there were any errors during the export process. If all appears OK you can now click on **Close**.
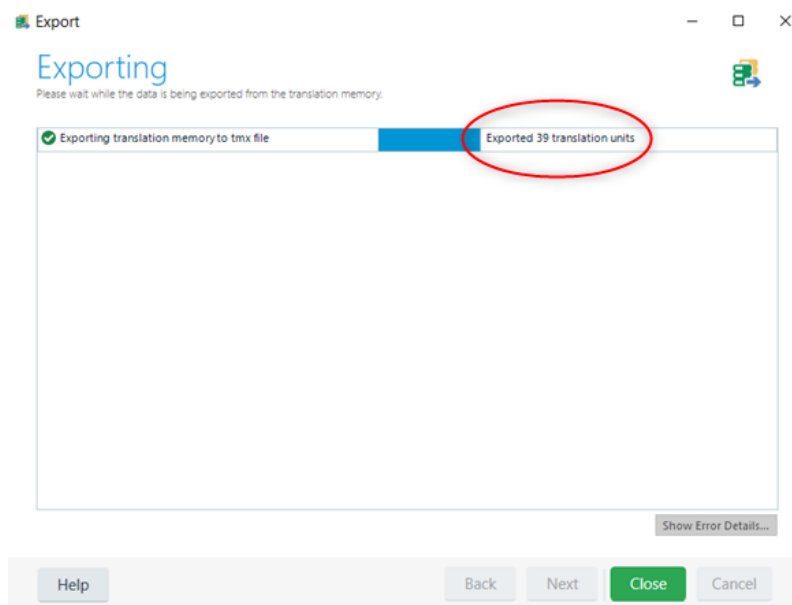
# 3 Creating New File-based TM in SDL Trados Studio Desktop

## 3.1 From the Translation Memories view (1):
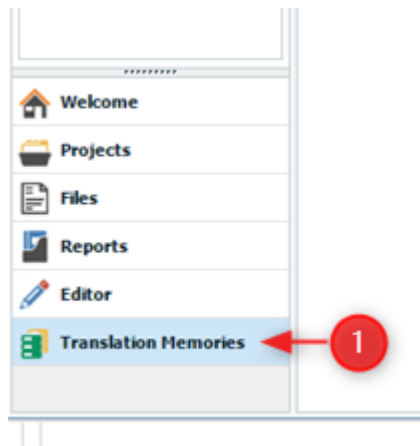


3.1.1 In the **Home** tab ribbon click on down-pointer on the icon **New** and then from the dropdown menu select **New Translation Memory.** This will display the **New Translation Memory** wizard.

3.1.2 On page 1 of the wizard (1) enter a name for your new TM (2), decide on the location where you wish to store the TM (3) and then select the source and target language that you want to use (4)

*(Note: A File-based TM can only work with a single source and target language pair, unlike a GroupShare server-based TM, which can manage multiple source and target languages.)*
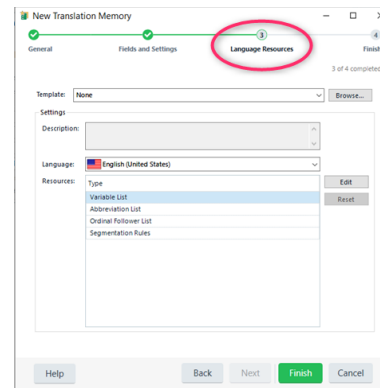


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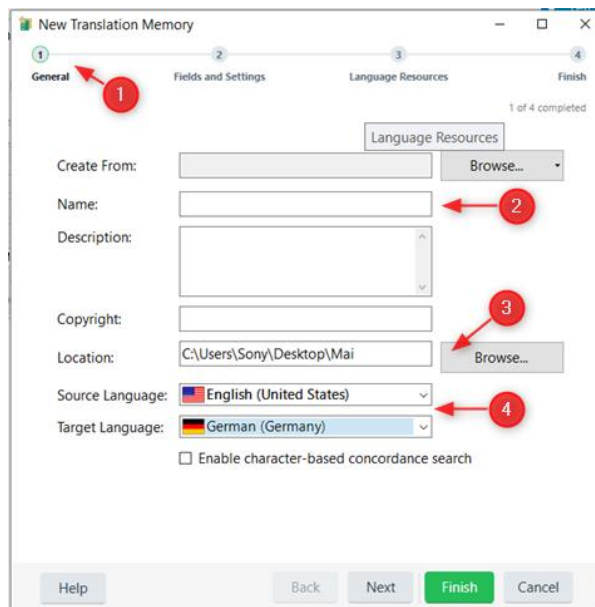
*3.1.3*    If you wish to change any of the standard settings within the TM you are creating to mirror those used in the server-based TM(s) you have exported, click on **Next** to go to page 2 of the wizard covering **Fields and Settings** and then **Next** again to go to page 3 covering **Language Resources**.
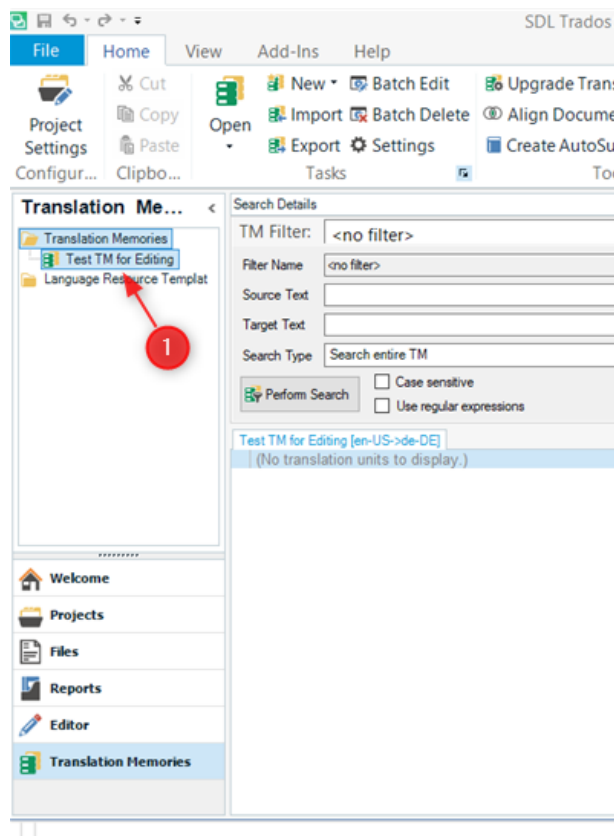
Page 2 - Fields and Settings
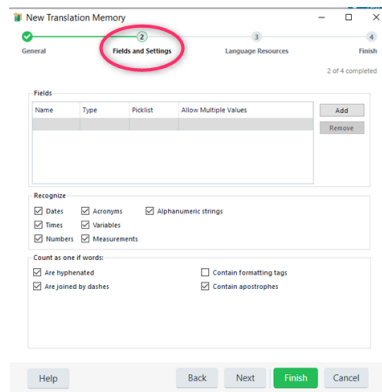
Page 3 - Language Resources



3.1.4    Once you have completed the editing the wizard click on **Finish** and then on **Close.**

3.1.5    You should now be able to see the File-based TM you have just created in the Translation Memories view (1).

# 4  Importing data into TM

## 4.1 From Translation Memories view

4.1.1   Select the TM you wish to work with, right click on it and then select **Import** from the drop-down menu options.
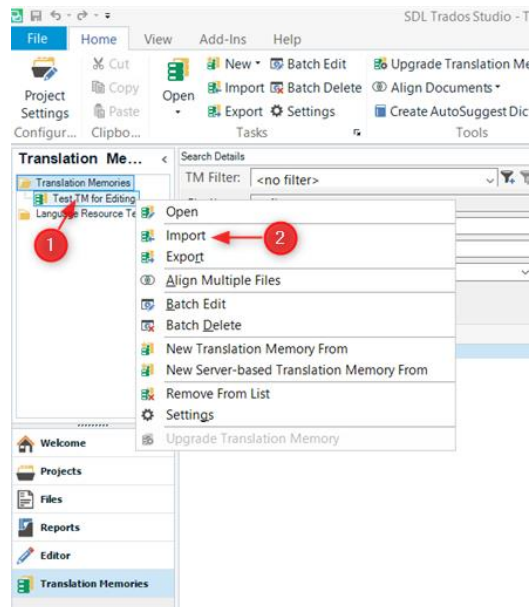
4.1.2   You should now be in the **Import Files** screen of the **Import** dialog box. Click on **Add Files** (or if you have multiple files to import and they are all stored in one folder, the **Import Folder** option). This will display the **Add Files** dialog box where you can search for and select the file(s) you exported from SDL Trados GroupShare. These will have a .tmx or .tmx.gz file extension (Note: the tmx.gz is a compressed tmx file format). Click on **Open** and this will add the file(s), or folder, to the Import Files box.
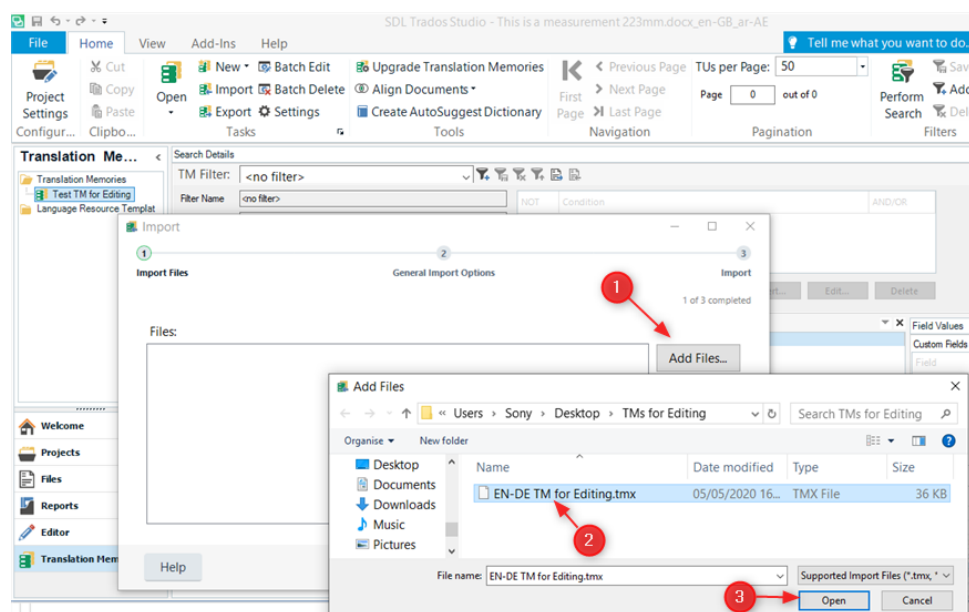
4.1.3    Click on **Next** to move to **TMX Import Options** screen. This allows you to adapt/change some of the import options for TMX files, but for this scenario we can leave the default settings as is and click **Next**.

4.1.4    We are now on **General Import Options** screen. This allows us to adjust various setting on how to import the file and what to do if duplicate translations occur. Again, for this scenario we can use the default settings and click on **Finish**.

4.1.5    This will now display **Import** screen where we can see the results of the import function (1). If all is OK click on **Close** (2).
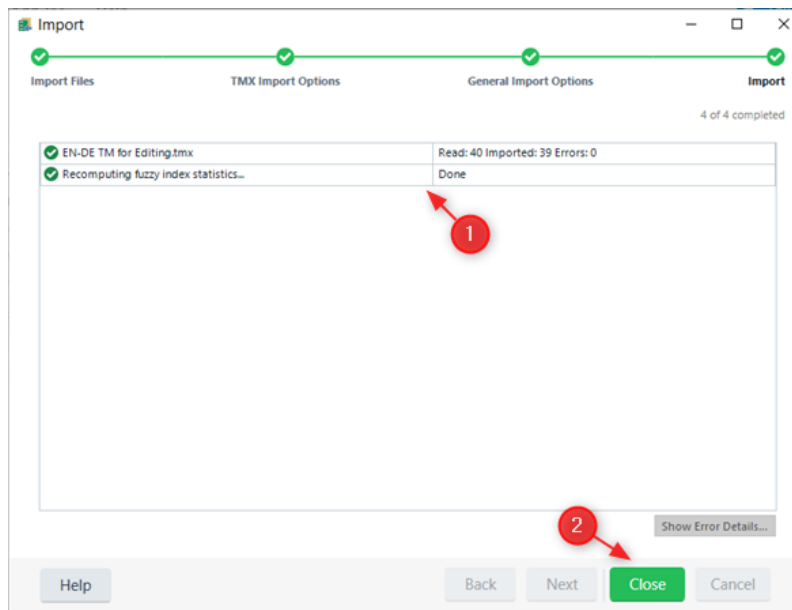


4.1.6    You should now be able to see the content that you have just imported into the TM in the main Window of the Translation Memories view (1). You can also do the following from the Home tab in this view:

➢ Check which TM you are viewing in the tab at the top of the main Window (2).
➢ View how many pages of TUs you have in your TM (3).
➢ Change the number of TUs you can view per page (4). You can choose from 10, 50, 100, 200, 500 and 1,000 per page.
➢ In **Field Values:**
  ▪ **c**heck in the **System Fields** to see who created a TU and when, if it has been amended, by whom and when and when it was last used and by whom (5).
  ▪ Check the **Custom Fields** (if any have been defined for this TM) to see what options are available and what can be associated with a specific TU (or amended) (6).  The Custom field values applied to a specific TU can also be seen in the TU entry (7).
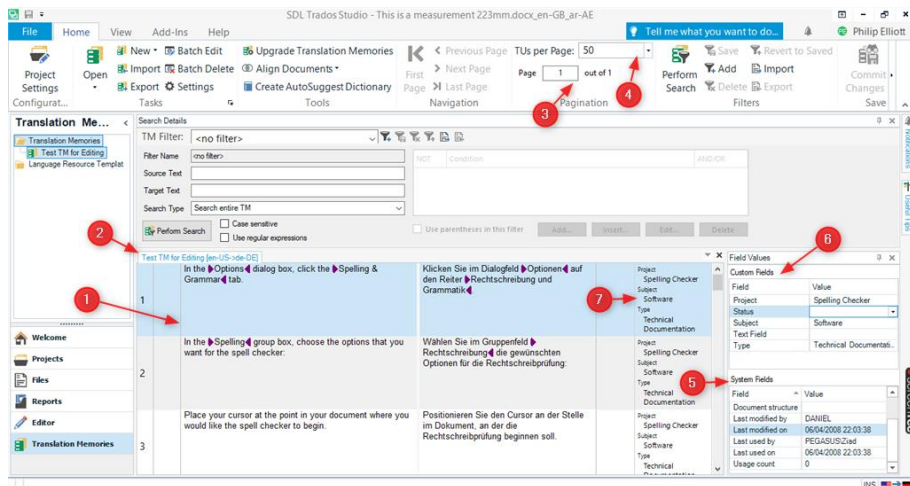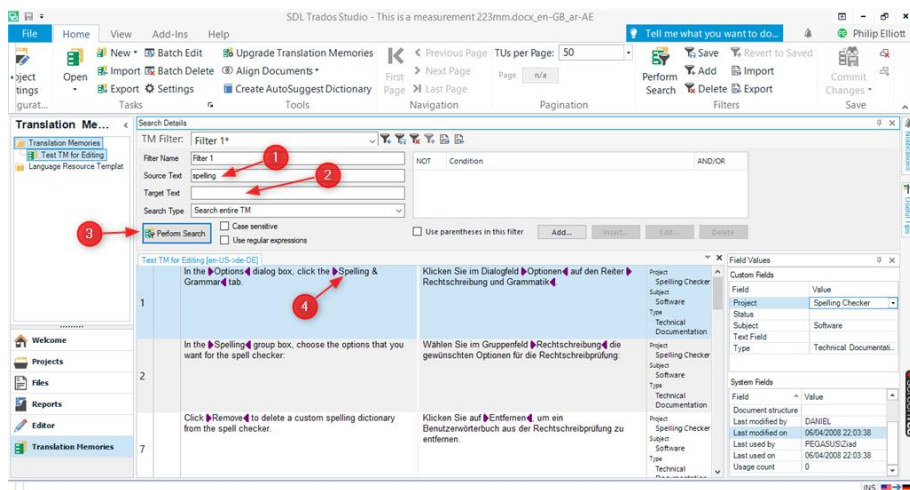
## 5 Editing the Active TM

### 5.1 Simple Manual Text Search and Editing

5.1.1    To do a simple search for a specific word or phrase in the active TM:

➢ Enter the word or phrase in either the source or target box (1 or 2) and then either press the **Enter** key or click on the **Perform Search** icon (3).

➢ This will then filter the TUs and just display those that contain that specific word or phrase.



5.1.2    You can now view and/or manually edit any of the TUs as required e.g. change a word or phrase within the source or target text, or change a setting from one of the available Custom Fields if available etc. (1).

5.1.3    Once you have made a change you will notice that the TU entry you have edited has changed colour and a small edited icon appears in a column next to the entry number (2).

5.1.4    Once you have made all the changes/edits you require you then need to save these changes to the TM by clicking on the **Commit Changes** icon in the **Home** tab (3).
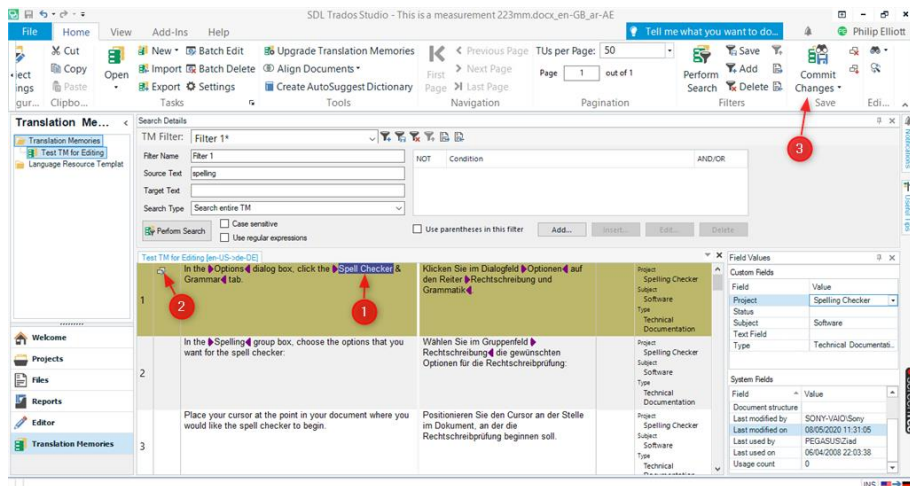
5.1.5   There is also an option to use filters within the above process to further streamline any searches you wish to make. This topic is not covered in this document but, for example, can include filtering on such things as, *show all entries created before a specific date or between dates* and many other options.

5.1.6   This method of editing the TUs within a TM is ideal if you only have a few entries that you wish to change / work on. However, if you wish to make some global changes to the content of a TM then there is the option to use the **Batch Edit** function.

## 5.2 Batch Editing

5.2.1   The **Batch Editing** mode allows you to run global tasks on the whole of the TM you are working with. These tasks are:

➢   Find and Replace Text.
➢   Change Field Value
➢   Delete Field Value
➢   Delete Tags

5.2.2   For the purpose of this document, we will only look at the **Find and Replace Text** option.

5.2.3   To activate the Batch Editing function, you still need to be in the **Translation Memories** view (1) with the TM you wish to edit open in the main Window (2) and then click on the **Batch Edit** icon (3) in the **Home** view.
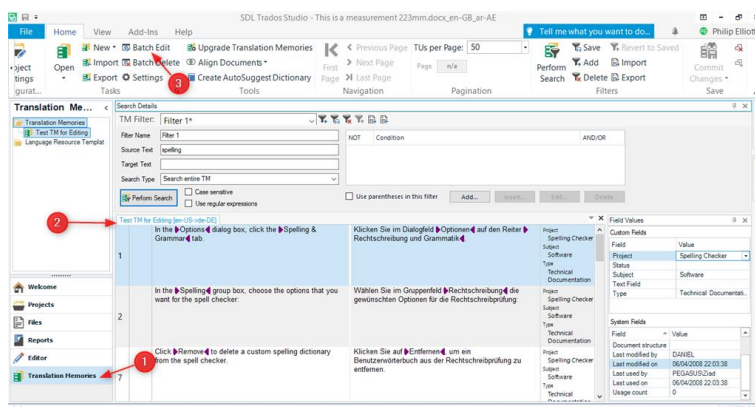
5.2.4 This will then display the **Batch Edit Script** dialog box. Click on the **Add** button (1) and then **Find and Replace Text** (2). This will display the **Edit Action: Find and Replace Text** box (3). You can now enter the text you wish to search the TM for, what you would like to replace it with and whether you wish to search in the source or the target text. You also have the option to **Match Case** or use **Regular Expressions**. Once completed, click on **OK** (3) and then **Finish** (4).
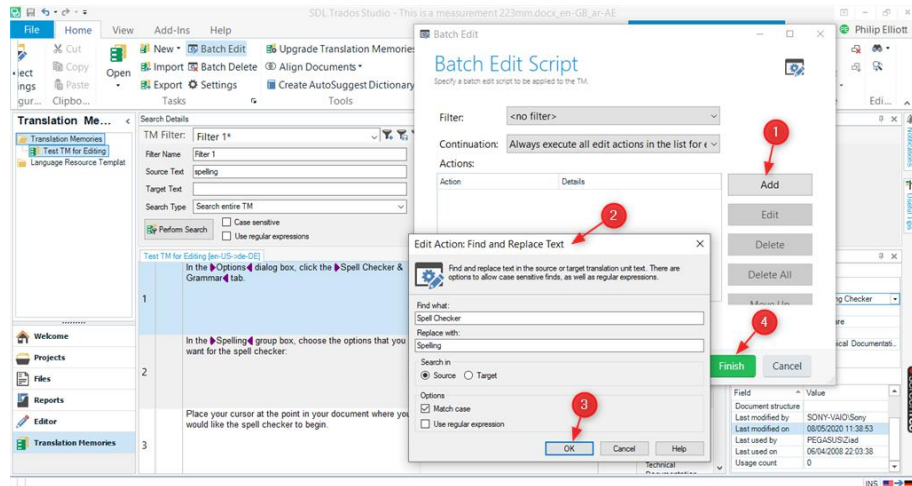


5.2.5 This will then display the **Applying batch edit script** dialog box which will show how many TUs have been edited by the process (1). You can now click on **Close** (2).

5.2.6 The changes will now be made to appropriate TUs and automatically saved (you do not need to use the **Commit Changes** option for the **Batch Edit** function).

5.2.7 I you have multiple other text changes you need to make to the TUs within the enabled TM then you can run the **Batch Edit** function as often as needed.

5.2.8 Once complete you can then use the simple **Manual Text Search** function to run a QA check on the changes you have made.

# 6 Completion

## 6.1 SDL Trados Studio Desktop

6.1.1 If you are only using the edited TM in SDL Trados Studio Desktop, then there is no additional tasks you need to complete and you can just go ahead and work with the edited and updated TM as normal.

## 6.2 SDL Trados GroupShare

6.2.1 If the TM you have edited and updated was originally exported from SDL Trados GroupShare, then you will want to import the updated TM back into GroupShare and there are two alternative ways of achieving this as follows:

(Note: You may wish to create a new GroupShare server-based TM to import the edited and updated content into so as to have a new, clean, version of the TM to use in the future.)

A.  In the **Resources – Translation Memories** area of GroupShare highlight the TM you wish to add the edited content to (1), then browse (2) and select the SDL File-Type TM (.sdltm file) you worked with during the editing process (3) and click on Open to load the file name into the **Import** File box and then click on **Finish** This will then import the content from the SDLTM into your GroupShare server-based TM.
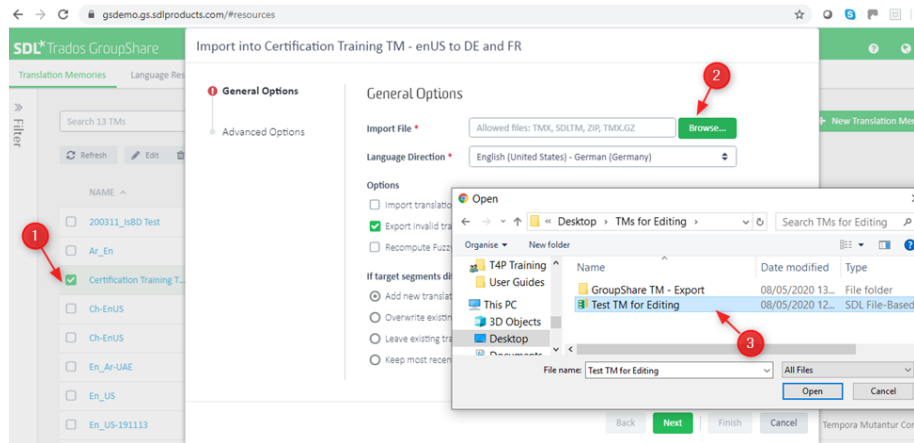


B.  In Trados Studio Desktop export the File-based TM you created and used for the Editing process to either a TMX or TMX-GZ format and then use this file to import back into a GroupShare server-based TM as in "**A**" above.

6.2.2  With either of the above options you can do a final check of the new, or updated, GroupShare server-based TM to confirm that the content has been added by opening it in SDL Trados Studio Desktop.