Introducing SDL Trados to Beginning Translators

Lemmuela Alvita Kurniawati, Dian Titi Rahajeng, Barlian Kristanto, and Fidelis Chosa Kastuhandani

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ABSTRACT

Over years, translators have been incorporating new advances in technology into their work. A number of attempts in developing ideal translator's workstations using technology have been made, one of such stations is a Computer-Aided Translation (CAT) tool. CAT tools facilitate translators to increase their productivity and efficiency by providing them with some utilities, such as a Translation Memory and an Alignment Tool to support their translation works. This article highlights the usefulness of SDL Trados 2014, as one of the most widely used paid CAT tools, in translating the texts more effectively and in a timely manner. Further, it describes the basic steps in using SDL Trados and exemplifies SDL Trados 2014 translation results. A sample text was translated from Indonesian to English using both Across (a free CAT tool) and SDL Trados (a paid CAT tool). Eventually, the results of translating using both CAT tools appear to prove that SDL Trados helps the translators to translate more consistently, accurately, effectively and in a timely-manner.

Keywords: across, CAT tools, *SDL Trados*

INTRODUCTION

The technological development affects the new trends in the field of translation. Technology plays the vital role for translators nowadays. Translators no longer work in isolation relying on a pencil and a pile of books as their only tools in doing their work. In other words, translators have switched from pencil and paper to more effective and sophisticated electronic tools. Therefore, computer-assisted translation (CAT) tools as the products of technological development are gaining their popularity.

The term CAT tools refer to the integration of computers into the workplace. According to Bowker (cited in Alotaibi, 2014: p.66), CAT tools can be described as various computerized tools which facilitate translators to work effectively and increase their productivity. Simply, CAT tools are software programs used by translators to automate part of the translation process. CAT tools are helpful to translators because they can speed up the translation process through the help of translation memory when working with very repetitive texts.

Translators have been continuously taking the advances of CAT tools into their daily work (Parra, 2010). In case of time constraints, CAT tools can effectively reduce the translation time, enabling the translator to translate content in a timely manner. Moreover, they facilitate the translation process by resolving the text into smaller, translatable segments. They organize these segments of text in a manner which makes it easier for the translators to translate the text effectively, and make the process of translation time-efficient. The segments can be recalled later on and thus the translator ensures that the terminology and writing style of the original is followed. They also provide

savings when the material that needs translation is similar to previously translated material. CAT tools have added greatly to the efficiency of translation process while ensuring the availability of quality translation.

Because of the advantages, CAT tools have been the standardized tools in translation industry. Many clients require translators to use CAT tools in the process of translating their documents. One of the most popular CAT tools today is SDL Trados (Cocci, 2009). Therefore, this article aims to present practically one of the most widely used tools in the world of professional translators – SDL Trados. In addition, this article will describe both free and paid CAT tools and SDL Trados Studio. Further, the translation process using SDL Trados Studio 2014 as well as the illustration of SDL Trados 2014 translation results will be exemplified.

FREE CAT TOOLS

According to Lee (2010), "Free software" does not mean "noncommercial". A free program must be available for commercial use, commercial development, and commercial distribution. Commercial development of free software is no longer unusual; such free commercial software is very important. The users may have paid money to get copies of free software or even may have obtained copies at no charge. But regardless of how they get the copies, the users always have the freedom to copy and change the software, even to sell the copies. There are several free CAT software which are useful for translators, such as: OmegaT, Anaphraseus, Heartsome, Transolution, Across, and etc.

The translators might find free software advantageous because of the following reasons: a) it allows a cost-saving to start of the career; b) it facilitates cooperation with colleagues; c) it avoids copyright violations; d) the translators have full control over his/her own PC; e) the users can use it easily without a license or activation code; f) it allows the users to participate in developing applications through online communities; and g) it changes dependent consumers into autonomous agents ("What is a Computer-Assisted Translation (CAT)?", 2014). Moreover, free CAT tools are available for everyone; therefore, the users can access them without having to deal with economic issues and changing policies like in commercial or paid CAT tools.

On the other hand, the use of free CAT tools also has several disadvantages. First, most free CAT tools cannot be used to translate document in big number, they usually can only be used to translate one or two paragraphs in one time translation process. Second, free CAT tools must be updated frequently since many new features are always added regularly. Third, the memory capacities of free CAT tools are limited; there are many lexical items which cannot be translated. Fourth, the accuracy of the translation is still questionable to translate documents and does not have legal authority. Finally, with all those weaknesses, the existed free CAT tools still cannot replace the proprietary (paid) CAT tools in translating documents, especially official documents.

PROPRIETARY CAT TOOLS

According to Polo (2013), proprietary CAT tools are paid software which is used to aid translators in translating. CAT tools allow translators to translate articles in a timely manner since it can effectively reduce the translation time. Paid CAT tools are equipped with a memory bank called Translation Memory (TM) which is used to store words, phrases, sentences, and terminology. This memory bank helps the translator to use consistent terminology throughout the document and avoid mistakes. Thus, if a document is being translated and the software identify

repeated portion of texts, it will call on the memory bank to suggest potential translations based on the translators' previous work.

Some examples of paid CAT tools are SDL Trados and Wordfast. Wordfast is a translation tool which offers free and paid version. It is a lightweight application that works within the framework of Microsoft Word ("Introduction to Wordfast, 2013). Once the program is installed in the computer, a memory must be created in which the translations are stored. Wordfast divides the source document into segments in order to easily assist the translation process. When the translators translate the document, the active translation memory will update itself and store the connection between the source text and the translated text. In contrast, SDL Trados is a translation tool which comprises of two versions; a freelance version and a professional version (Samuelsson-Brown, 2010). SDL Trados is a popular CAT tool in translation industry because of its widespread adoption among translation agencies. SDL Trados offers wider array of file types compared to Wordfast. However, similar to Wordfast, it requires a memory bank to store the words, sentences, and terminology.

Wordfast and SDL Trados as widely used CAT tools have some advantages and drawbacks. The advantages and drawbacks of each CAT tool are going to be discussed thoroughly in the following paragraphs.

Wordfast does not require translators to attend formal training is using the software. Beginning translators who use Wordfast can easily learn how to use the software without any formal training. As it operates within Word, translators do not need to adjust themselves with different working environment. In addition, Wordfast has lower price than SDL Trados, it costs € 400. However, Wordfast has some drawbacks concerning the process of translation. Classic Wordfast is not ideal for translating PowerPoint and Microsoft Excel files; it does not work properly with those files. The second drawback is that Wordfast has limited memory bank (TM) compared to the other proprietary CAT tools ("Advantages and disadvantages of SDL Trados and Wordfast", 2012).

SDL Trados which is the most complete CAT tool used by most of translation professionals worldwide for translating, reviewing, and managing documents and projects has some advantages and drawbacks ("Advantages and disadvantages of SDL Trados and Wordfast", 2012). The first advantage is SDL Trados has very good product support, any problems encountered by the translators using it will be followed up well. Secondly, SDL Trados allows translators to have a number of memory banks (TMs), various numbers of language pairs, and any number of glossaries (termbases). In addition, SDL Trados can handle documents in PowerPoints or Excel, pdf format, xml format, and other file format with ease. The next advantage of using SDL Trados is it has unlimited capacity of memory banks (TMs) and once translator have reached 10,000 translation units, they will be able to create automatic suggest glossaries (Auto Suggest Termbases) which allow translators to come up with the phrases they regularly translate by typing them. Eventually, the last advantage SDL Trados provides is that repeated segments are updated automatically when translators are proof-reading them; this feature manages the consistency of the translations, especially with long documents. However, SDL Trados has some drawbacks. First, the expensive price requires translators to pay £550 to get the package. Secondly, SDL Trados has big installation packages, its big size makes the installation slow and sometimes troublesome. Finally, SDL Trados does not come with a support

package. Translators need to buy support package separately from the software package.

SDL TRADOS STUDIO

SDL Trados Studio is a CAT tool and translation memory software that provides features to help translate faster and more easily. It is a software package designed for professional translation. Samuelsson-Brown (2010) argues that SDL Trados is the translation tool most widely used by freelance translators, particularly following Microsoft's investment in the software. SDL Trados Studio enables organizations to effectively manage all aspects of their translation projects. It incorporates project management and CAT tools for use by project managers, translators, editors, proofreaders and other language professionals.

As the most widely used translation tool, as mentioned by Samuelsson-Brown (2010), SDL Trados must have several points which would make the freelance translators feel uncomfortable to work without using this tool. Samuelsson-Brown (2010) who has used SDL Trados for many years points out some of the reasons to use SDL Trados. Firstly, when using SDL Trados, the source text is divided into a number of text segments that are usually bounded by tags. These text segments make the text easy to work with by comparison with manual translation. Secondly, each segment can be carefully checked before being saved. Thirdly, the risk of missing text for translation is decreased significantly. Finally, the number and proper names can be copied from the source segment to the target segment, thus reducing the need for checking.

Moreover, SDL Trados Studio provides several main functions in an integrated user interface ("Screen layout and functionality", 2010). The first is Translation memory capability which enables translators to reuse the previously translated translation units. The second function, an editing environment, is used for translating and reviewing various source document formats, such as Microsoft Office documents, Desktop Publishing files, and tagged formats, such as XML and HTML. The last function is Automatic quality assurance which enables translators to perform quality assurance and terminology and formatting verification during translation and review.

SDL Trados Studio functionality is divided into some views ("Overview: Screen layout and functionality", 2010). The first view, the Home view, enables the translators to access the Open Document or New Project commands. If the translators select a command from the Home view, the layout will change to the appropriate view, or SDL Trados Studio will open an application to perform the action. The second view, the Projects view, enables translators to view and work with projects. Translators can select a project to view detailed project and file information and also track project as well as file status. The third view, the Files view, is where translators work with project files. In the Files view, translators can open files for translation, open files for review, perform batch processing on files, and also view word counts and translation progress for those files. The fourth view is the Reports view. It is used to view project reports providing detailed translation analysis figures which are used in the project planning and budgeting process. The fifth view, the Editor, is where documents and are translated and reviewed. The sixth view, Translation Memories view, is where translators create and manage translation memories. The last view, the Alignment view, is where translators can align existing translated documents to generate translation memory content. This view is only available when the users open an alignment result file.

Translation Workflow with SDL Trados Studio 2014

SDL Trados Studio is comprised of two workflows namely single-file translated workflow and project package translation workflow, which can be adjusted and changed to suit the users' needs. Single-file translation workflow is an example of a workflow for translating a single file. This workflow allows the users to translate, verify, and generate the translated documents ("Example: Project package translation workflow in SDL Trados", 2010). In using SDL Trados Studio for the first time, the specified settings, translation memories (TMs) and term bases automatically become the default settings for that language pair. The translation memory is usually either provided by the client (agency, direct customer) or created ad-hoc for the project. The first step in using single-file translation is to prepare the files which are going to be translated. Once the file is opened, SDL Trados Studio will automatically create a default setting for Translation Memories (TMs) and term bases which are going to be used the next time the file is opened. When the file has been translated, translators verify the translated file and generate target translation. The diagram below shows one way of translating in a single-file translation workflow.

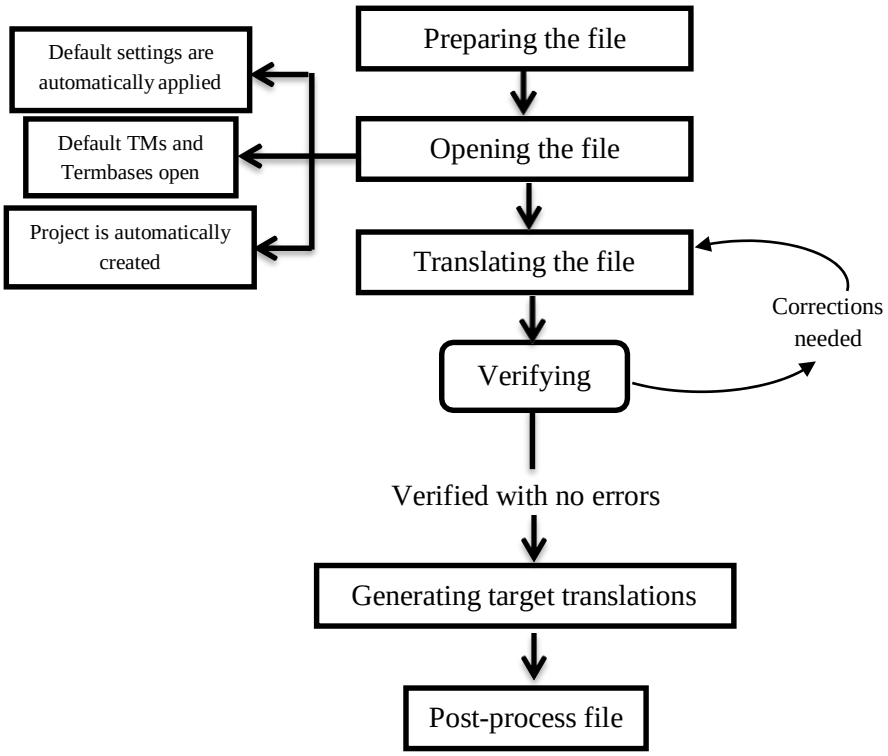


Figure 1. Single-file Translation Workflow
(Adapted from "Example: Project package translation workflow in SDL Trados", 2010*)*

The second workflow in SDL Trados Studio is project package translation workflow. A project package translation contains files that either need to be translated or reviewed. The translator receives a package from the agency or the customer, that is, a compressed file containing all the necessary components for the translation. This package consists of translation memory, terminology databases (if available), files to be translated and, if necessary, reference files

(such as reference PDF files or pictures). The project settings, translation memories and term bases are automatically applied when a project package is opened. Moreover, when the process of translating or reviewing the files has been done, the completed translations are put in a return package and sent back. The following diagram illustrates how to translate in a project package translation workflow.

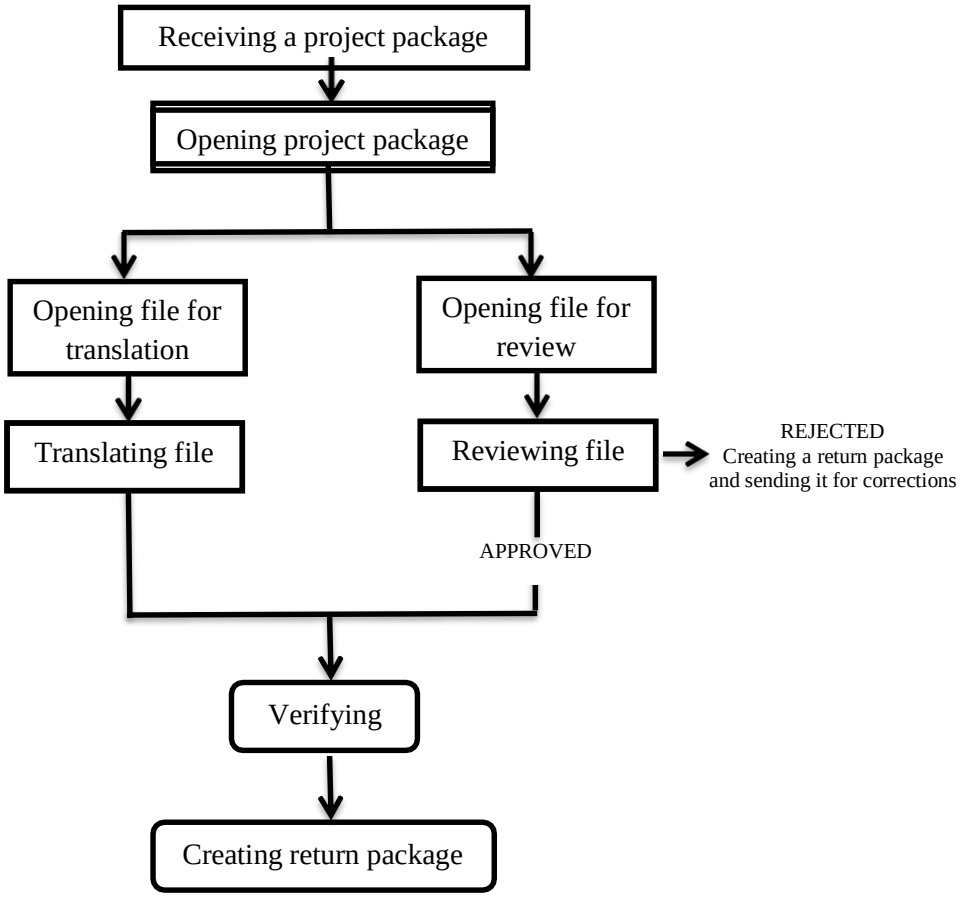


Figure 2. Project Package Translation Workflow
(Adapted from "Example: Project package translation workflow in SDL Trados", 2010*)*

As proposed by Melby (as cited in Polo, 2013) each workflow in SDL Trados is comprised of some stages i.e. before the translation, during the translation, and after the translation. Before the translation stage is an initial stage a translator needs to do and prepare before translating the files. This stage covers creating Translation Memory (TM), selecting document and language pair, and selecting an autosuggest dictionary and a term base (if any). The second stage covers translating a document, confirming translation, editing a fuzzy match, checking spelling, applying number substitution, applying character formatting, and saving the document. In addition, the last stage consists of conducting a quality check that comprises both a spell check and the verification of different aspects, such as punctuation, tags, numbers or terminology. Each stage is

going to be discussed elaborately as follows.

First Stage: Before the Translation

Creating a Translation Memory (TM) is the initial step every translator has to do in translating with SDL Trados. A Translation Memory is a database containing texts which is necessarily created at the beginning of translation process using SDL Trados Studio (Bowker, 2005). A TM helps translators to increase their consistency and productivity by being able to translate a greater volume of material in a given period of time (Garcia, 2009). Furthermore, it allows translators to recycle past translations and reuse them. TM also becomes the interface between Language Source Providers (LSPs) and freelance translators as it allows them to collaborate in large-scale translation projects.

TM is usually provided by the client (agency, direct customer). However, if no TM is available, the translators can create their own TM within the application. The first step in creating a TM database is clicking the **New Translation Memory** button on the Home screen of SDL Trados Studio. Then, in the **Name** text field of the **New Translation Memory** dialog box, translators need to enter the name of the TM. The **Location** text field shows the default path in which the TM file will be stored. The TM file will have the extension SDLTM. In the **Target Language** text field, a target language should be selected from the list. Once the translators have finished completing the dialog box, **Finish** button should be selected to create the TM. On the following page, a progress bar will indicate when the TM creation is completed. Then, as the final stage, translators need to click the **Close** button once the TM creation is completed.

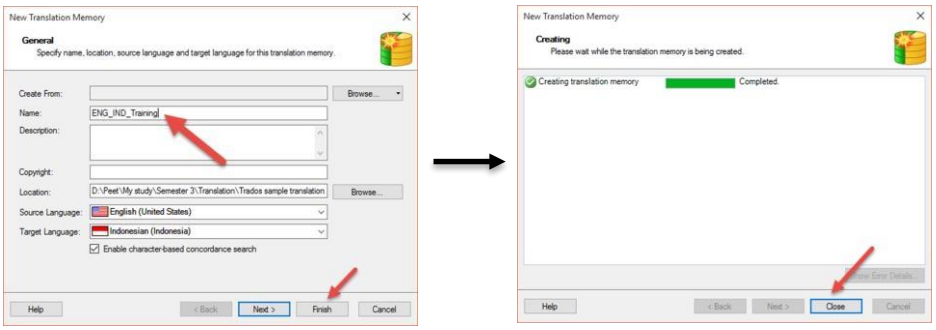


Figure 3. Creating New Translation Memory (TM).

Opening a File and Selecting the Language Pair. Once the TM has been created, the next step is opening the file that is going to be translated and selecting the language pair. Opening the file and selecting language pairs comprises of some steps as shown in Figure 4. The first step, translators need to click the **Open Document** button under **File** toolbar and select **Translate Single Document**. Then, when **Open Document** dialog box appears, translators need to browse the files that are going to be translated. In the Open Document dialog box, the source and target language should be selected from Source Language and Target Language dropdown list respectively. Finally, as the last stage, translators need to either add a recently created TM or existing TM by clicking **Add** button and selecting **File-based Translation Memory** option from the dropdown list.

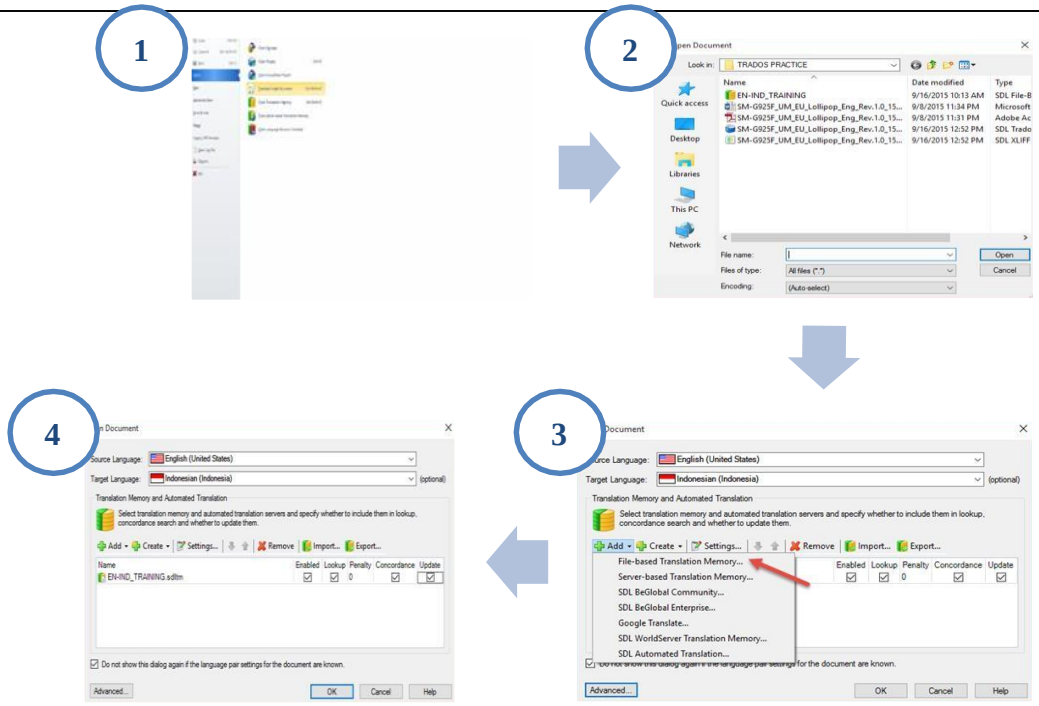


Figure 4. Opening a File and Selecting a Language Pair

Second Stage: During the Translation

In the second stage, the translators start their work by translating the document. The translation editor overview has a table layout, where the source text is presented on the left-hand side and the translation is on the right-hand side, as illustrated in Figure 5. The source document displayed on the left-hand side consists of sentences commonly referred as *segments*. The column between the source language and target language shows the segment status. It contains icons indicating the translation status and the translation origin. The target language column on the right-hand side is where the translators enter the translations of the corresponding source segments. The last column on the right shows the document structure information. This column gives information whether a segment is a heading, a footnote, or a normal paragraph text. For instance, when the segment is indicated by letter **H**, it refers to **Heading**, or **P** for **Paragraph**.

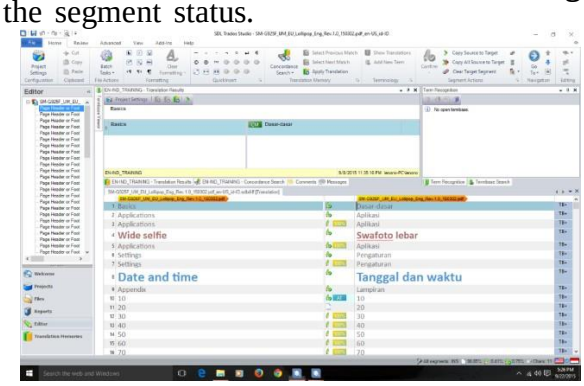


Figure 5. Translation Editor Overview in SDL Trados Studio 2014

Moving from Segment to Segment. In translating the document, the translators move from one segment to the next segment in the source language column by either pressing Ctrl + Alt + Enter or selecting **Confirm →Confirm and Move to New Segment** to confirm the segment to save it in the TM database as illustrated in Figure 6. When a TM database finds a segment that matches one that has been previously translated and stored in a TM database, it retrieves the corresponding translation unit from the database and shows it to the translators. Therefore, translators can refer to the previous translation and adopt or modify it.

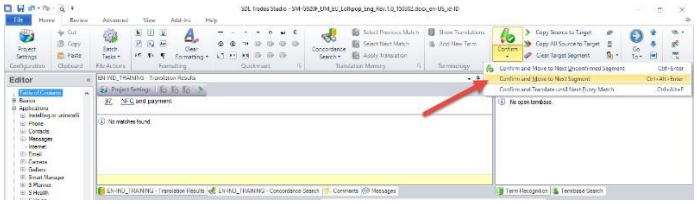


Figure 6. Confirming Segments

Auto-propagating Translations. Auto-propagating translation is a feature which is commonly found and used during the translation process. Auto-propagate is whenever translators translate or edit one segment that is repeated in the document, all other occurrences of the same segment will be updated accordingly. As shown in Figure 7, segment 1606 is 91% similar to a previously translated segment. Therefore, translation has been automatically suggested from the TM, but it has not been confirmed yet. This means that the translators need to adjust the suggested translation before confirming and saving it to the TM.



Figure 7. Auto propagating Translations

Editing a Fuzzy Match. Fuzzy match refers to segments which have the match rate below 100%. Segments that have fuzzy match will appear in **Translation Results** window at the top left of the translator editor overview. **Translation Results** windows shows the differences between the segment in the document and the similar segment from the TM and helps the translators to determine which changes need to make to the suggested translation. Translation Results window shows the differences between the segment from the TM and the currently active segment from the document which are indicated with strikethrough formatting. In Figure 8, the word *stopwatch* has been replaced by *Timer*. Moreover, the word *stopwatch* has been removed and highlighted with red strikethrough formatting.

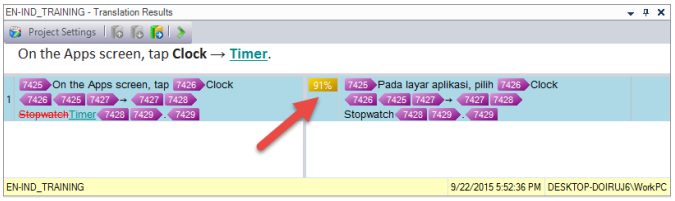


Figure 8. Translation Results Window

The differences between segments shown in **Translation Results** window needs to be edited and adjusted by the translators by following some steps. The first step, translators need to click the suggested translation segment in the target language column which is going to be edited. Then, they can edit the segment and press Ctrl + Alt + Enter to confirm and store the segment in the TM database. Once the translation suggested from the TM is edited, the translation origin icon (which shows 91%) becomes transparent as shown in Figure 9. This indicates that a translation has been suggested from the TM, but a human translator has modified it.



Figure 9. The Edited Translation Suggestion

Third Stage: After the Translation

The third stage includes how to verify the text after the translation work has been done and how to edit the errors in the translation. In the final stage, translators have the possibility of conducting a quality check that comprises verification of different aspects, such as tags, segments, formatting, and numbers or terminology. SDL Trados Studio includes verification tools that check translated documents for errors and inconsistencies. The following verification checks are included in SDL Trados Studio:

Tag verification. Tag verification compares the tag content of the target text with the tag content of the original text and identifies any changes have been made. To verify the text, translators need to click on the **Review** toolbar and choose **Verify**.



Figure 10. Verify Button

QA Check 3.0. QA Checker 3.0 incorporates quality assurance checks. The checks are broken down into some areas i.e. Segment Verification, Segments to Exclude, Punctuation, Numbers, Regular Expressions, Word List, Inconsistencies, Trademark Check and Advanced. Figure 11 shows the detailed information about the error in the translation results. Translators are able to view and edit the error by following some steps. The first step, they need to click on the **Message** tab to display the **Messages** window as illustrated in Figure 11. Then, they can

right click on the error messages and select Show Message Details. The Verification Message Details box provides additional details and suggestions of how to fix the problem by translating the segment in Target Segment Content box. When they have done this, they can click Close to return to the Editor window and fix the problem in the next segments. Finally, once the error has been fixed, correct form appears in the target language window as illustrated in Figure 11.

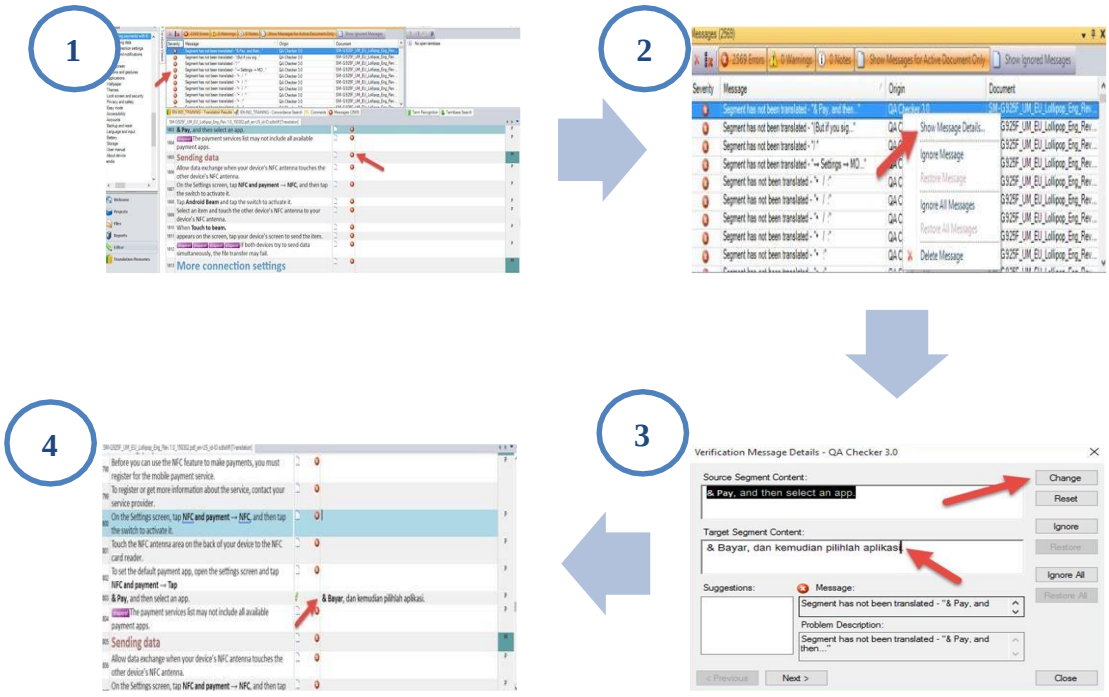


Figure 11. Quality Assurance Checks

TRANSLATION ILLUSTRATION

The existence of CAT tools in translation industry is very helpful for both beginning and professional translators. They assist the translators to produce the target language text. The benefits can be seen from 1) the efficiency in translating the source language text to the target language text; 2) the consistency and the accuracy; and 3) the diffusion in Language Source Providers (LSPs). However, there are some strengths and weaknesses of each CAT tool. The best CAT tool is a translation device which can match with the needs of a translator. Both Across and SDL Trados are used to translate a text to illustrate the translation results of both CAT tools. Further, the results of the translation will be analyzed by using the three points previously mentioned. The following table shows the translation results both using SDL Trados (as one of paid CAT tools) and Across (as one of free CAT tools).

Table 1. The Translation Results Example Using SDL Trados and Across

Source Text	Target Text	
	SDL Trados 2014	Across
Berdasarkan Survei Demografi dan Kesehatan Indonesia (SDKI) tahun 2007, Angka Kematian Bayi (AKB) sebesar 34 per 1000 kelahiran hidup. Adapun AKB di Provinsi Jawa Tengah tahun 2011 sebesar 10,34/1000 kelahiran hidup, menurun bila dibandingkan dengan tahun 2010 sebesar 10,62/1000 kelahiran hidup dan tahun 2009 sebesar 10,37/1000 kelahiran hidup.[1]Sedangkan AKB di Kabupaten Purbalingga meningkat, pada tahun 2012 sebesar 11,8/1000 kelahiran hidup dibandingkan tahun 2011 sebesar 11,16/1000 kelahiran hidup dan tahun 2010 sebesar 11,2/1000 kelahiran hidup.[2-4]Sekitar 56% kematian bayiterjadi pada periode yang sangat dini yaitu di masa neonatal. Sebagian besar kematian neonatal terjadi pada 0-6 hari (78,5%).[5-6]Penyebab kematian tersebut antara lain karena gangguan perinatal dan bayi dengan berat badan lahir rendah.	Based on the Demography Survey and Indonesian Healthy (DSIH) in 2007, Infant Mortality Rate (IMR) was 34 per 1000 live births. In 2011, the IMR of Javanese Province, which was 10.34/1000 live births, declined compering to that of 2010 which was 10.62/1000 live births and of 2009 which was 10.37/1000 live births.[1]In contrast, the IMR of Purbalingga District in 2012, which was 11.8/1000 live births, increased comparing to that of 2011which was11.16/1000 live births and of 2010 which was 11.2/1000 live births. [2-4] Around 56% of infant mortality occurs on early period that is neonatal phase. Most of neonatal mortality occurs on 0-6 days (78.5%). [5-6] The mortality causes are perinatal disorder and LBWB.	Based on the Demography Survey and Indonesian Healthy (DSIH) in 2007, Infant Mortality Rate (IMR) was 34 per 1000 live births. In 2011, the IMR of Javanese Province, which was 10.34/1000 live births, declined compering to that of 2010 which was 10.62/1000 live births and of 2009 which was 10.37/1000 live births.[1]In contrast, the IMR of Purbalingga District in 2012, which was 11.8/1000 live births, increased comparing to that of 2011which was11.16/1000 live births and of 2010 which was 11.2/1000 live births. [2-4] Around 56% of infant mortality occurs on early period that is neonatal phase. Most of neonatal mortality occurs on 0-6 days (78.5%). [5-6] The mortality causes are perinatal disorder and LBWB.

As shown in Table 1, the translation results using both SDL Trados 2014 and Across did not show any differences. This indicated that both proprietary and free CAT tools have some common features which help translators in increasing their productivity, efficiency, and accuracy in translating texts. The ability of the features in both SDL Trados 2014 and Across in retrieving previously translated sentences benefit the translators in cutting the time spent in translating and in providing assurance of consistency throughout the translation work. However, SDL Trados 2014 and Across have some different features which enable translators to have freedom in selecting the most suitable CAT tool for their translation work. The following paragraphs will discuss translating using SDL Trados and Across based on three things, namely the efficiency in translating the source language text to the target language text, the consistency and the accuracy, and the diffusion in Language Source Providers (LSPs).

First of all, SDL Trados was used to translate the text. It saved much time since some words that had been translated manually appeared automatically in

sentences containing those words. In other words, translators do not need to translate the same words/phrases. The chosen terms for frequent words; of course, are consistent. The Translation Memory (TM) in SDL Trados enables translators to efficiently deal with repetitive texts. However, beginning translators need to get used to the features provided in SDL Trados. Next, when Across was also used to translate the same text, the results did not show differences in the efficiency of time. Both SDL Trados and Across have a feature to indicate if a segment is the same as what have been translated previously (100% or exact match) or if there are partial or 'fuzzy' matches in which the source text is similar. This feature, then, helps the translators to save much time in translating. Similar with SDL Trados, Across provides translators with TM which enables them to store the previously translated texts. However, Across does not have a feature for translators to use their own TM and terminology databases. Translators need to buy Across premium edition in order to create and customize their own TM and terminology databases.

The second important point is the consistency and accuracy in translating the text. TM in both SDL Trados and Across not only helps the translators to translate more effectively, but it also increases the consistency. As shown in Table 2, the translation results show consistency of the terms, selected words sequence, and phrases. Consistent terminology throughout translation work is important in scientific documentation as exemplified in Table 2. Furthermore, both SDL Trados and Across offer concordance feature which allows translators to search previously used words, phrases, terminology, and structures in the TM.

The last point is the diffusion of each CAT tool in Language Source Providers (LSPs). SDL Trados is undoubtedly the most requested tool by translation agency. When translators work with a lot of translation agencies, having SDL Trados is beneficial when the files being translated come in various formats. On the other hand, Across is not widely used among translators and translation agencies due to its limited features, uncustomizable shortcuts, and lengthy process in opening and closing the translation packages.

CONCLUSION

In conclusion, the use of CAT tools nowadays is undeniably needed by the translators and/or companies to translate and ensure that the up-to-date information of their products or site is reflected in all language versions in a timely manner yet to maintain a high standard of quality. On the other hand, the buyers (the users of the products) themselves are also helped by the CAT tools. They can use the product that they want to use without having to wait for a long time. SDL Trados Studio is one of the CAT tools which is suggested for beginning user translators. Many translators (freelance or company) find SDL Trados Studio helpful to maintain their translation work in a short time without losing the high quality and consistency of the translation. In spite of the its costly price, SDL Trados provides the most comprehensive features compared to the other CAT tools. These features help translators in increasing their productivity and reducing cost and inconsistent terminology being used throughout the text. Moreover, its workflows can be adjusted and changed to suit the beginning translators' needs in doing their work.

GLOSSARY

Alignment: is a process that allows you to reuse or ready translated content by creating TM from existing translation, instead of starting from scratch.

Auto propagation: is the process in which the conformed translation from one segment is applied to other segments that have similar source content

CAT Tools: Software whose function is based on the creation of translation memory which facilitates and speeds up the translator's work.

Cloud: is a model of data storage where the digital data is stored in logical rules.

Freelance translator: translators who work without a long term commitment to any employers or agencies

Fuzzy match: is a technique used in a CAT as special case of report link cage

Interface: a surface that forms a common boundary between two things or a point of interaction between two components or system.

Navigation panel: is an easy place to assess libraries

Open source: computer software with its source code made available with a license in which the copyright holder provides the right to study, change, and distribute the software to anyone.

Segment: sentences which are ready to be translated

Software: A general term for various kinds of program used to operate computers and related devices.

Source code: is any collection of computer instructions return using some human-readable computer language, usually as a text.

Termbase: is a database consisting of concept-oriented terminological entries and related information

Translation Memory (TM): is a data base that store segment which can be sentences, paragraphs, or sentence-like units that have previously been translated.

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