

# TIPS & TRICKS

## TO GET THE MOST OUT OF YOUR COMPUTER/CAT TOOLS

### Windows

#### Taking screenshots without the [PrtSc] key

Windows offers another option, allowing you to take screenshots using the **Snipping Tool**.

1. Open the program under **Start > All Programs > Accessories**.
  - ↳ The screen will turn light grey.
  - ↳ The mouse pointer will become a cross.
2. Click within the program window on the arrow next to the **New** button.
3. Choose a snip mode.
4. Click and drag with the mouse across the area that you would like to capture.
  - ↳ The snipped screenshot will appear in the program window and at the same time be saved into the clipboard.
5. In the program window, you can edit the snipped screenshot using a pen or highlighter and save the image in HTML, PNG, GIF or JPG format.
6. You can also insert the image into a document using **[ctrl]+[v]**.

The Snipping Tool is also integrated into Word:

1. Place the mouse pointer in the position where you would like to insert the screenshot.
2. Go to the **Insert** ribbon.
3. Click on the **Screenshot** button in the **Illustrations** section, and select the option **Screen Clipping**.
  - ↳ The screen will turn light grey.
  - ↳ The mouse pointer will become a cross.

4. Click and drag with the mouse across the area that you would like to capture.
  - ↳ The clipped screenshot will be inserted into the Word document.

### Word

#### Access frequently used folders with documents more quickly

##### Word 2010

1. Open a Word document that is already located in the desired folder.
2. In Word, open the **File** menu.
3. In the left-hand menu list, click on the **Recent** button.
  - ↳ On the right-hand side, a list of recently used folders will appear.
4. Click on the pin symbol next to your chosen folder.
  - ↳ The colour and look of the pin symbol will change.

Word will now automatically go to this folder first, both when opening and when saving files.

##### Word 2013

From Word 2013 onwards, this pin symbol appears only when you place the mouse pointer over the folder. The rest of the procedure is identical to that described for Word 2010.

## SDL Trados Studio

### Term Recognition not recognizing data-bases

No suggestions are displayed in the **Term Recognition** window, despite MultiTerm data-bases being correctly configured.

1. On the Navigation Pane, click on the **Projects** button.
  - ↳ SDL Trados Studio shifts to the Projects View.
2. Right-click on your current project.
3. In the context menu, choose **Mark as Complete**.
  - ↳ The project's status will change to **Completed**.
4. Now right-click on the project again.
5. In the context menu, choose **Revert to In Progress**.
  - ↳ The project's status will change back to **In Progress**.
6. Open the project as usual in the **Editor**.
7. Place the cursor in a segment.

Term Recognition should now work.

### Term Recognition does not identify everything that is in the termbase

Sometimes, Term Recognition fails to find terms which are actually in the MultiTerm database. This can be because the search depth value is too low.

1. Open the **Project Settings** of your current project.
2. In the **Language Pairs** menu, go to **All Language Pairs > Termbases > Search Settings**.
3. For the **Search depth** option, set a higher value (e.g. 150).
4. Click on the **OK** button.

If you want to set a higher value for **Search depth** by default, use the setting under **File > Options**.

### Only a blank space is displayed in the Translation Results window

Although the Translation Memory is correctly configured, only a blank space is displayed in the Translation Results window, without labels.

1. Close SDL Trados Studio.
2. Open Windows Explorer.
3. Browse to the folder **C:\Users\\AppData\Local\SDL**.
4. Rename the folder **SDL Trados Studio** to **SDL Trados Studio\_old**.
5. Browse to the folder **C:\Users\\AppData\Roaming\SDL**.
6. Rename the folder **SDL Trados Studio** to **SDL Trados Studio\_old**.
7. Rename the folder **ProjectApi** to **ProjectApi\_old**.
8. Browse to the folder **Libraries > Documents**.
9. Rename the folder **Studio 201X** to **Studio 201X\_old**.
10. Open SDL Trados Studio.
  - ↳ The renamed folders will be recreated when SDL Trados Studio is opened.
  - ↳ All settings under **Options** will be reset.
11. Open your project and check that the Translation Results window is now correctly displayed.
12. If this is the case, close your project again.
13. Open **File > Options** and choose the desired settings.