



TransTools+

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



www.translatortools.net/plus

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.
- **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.
- **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.

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.
- **[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.
- **[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.



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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).
- 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 m² m³ cm2	\$1	Non-breaking	Regular	Case-

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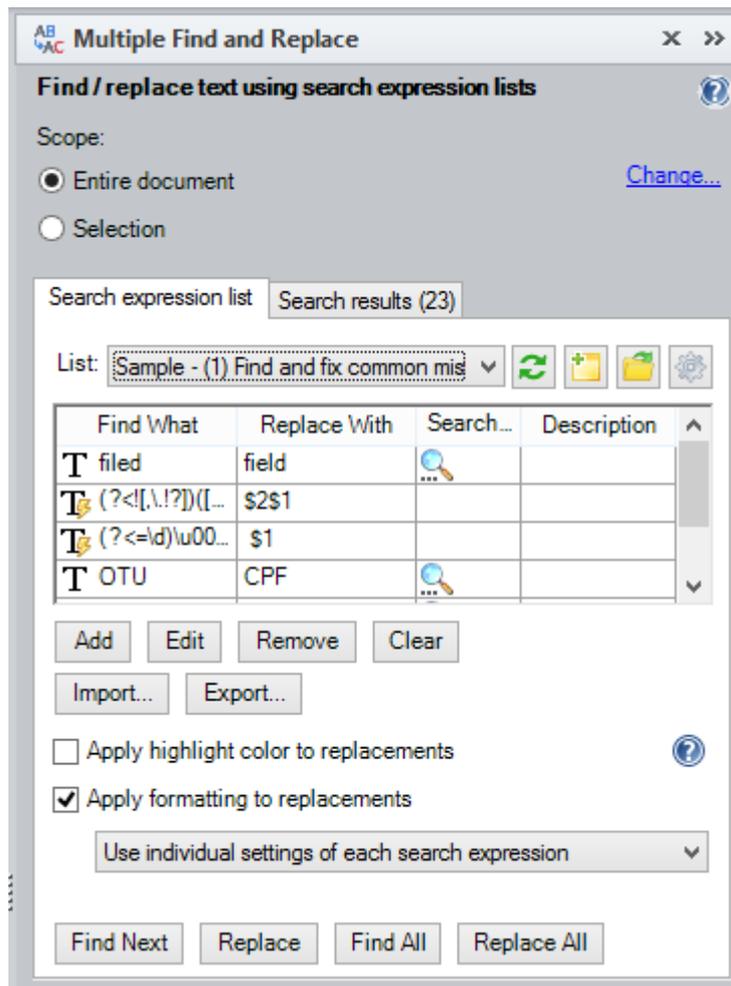


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cm3 cm ² cm ³)\b		space between number and unit of measurement	expression	insensitive
OTU	CPF	OTU => CPF	Text	Find whole word, Case sensitive
flow lines	flowlines	flow lines => flowlines	Text	Find whole word
water cut	watercut	water cut => watercut	Text	Find whole word



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

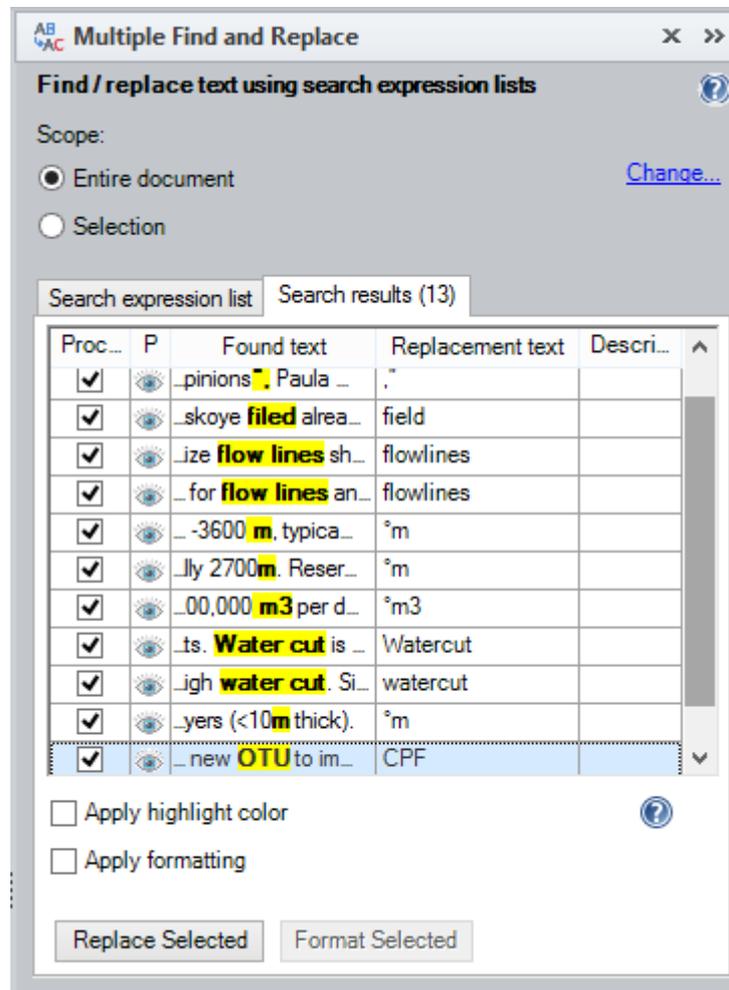


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For example, here is the list of occurrences provided by clicking *Find All* button in Multiple Find & Replace tool pane:



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.



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2. Case #2 – 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+:

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:



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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
,(?!(\s))	,	Comma not followed by space	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){2,}	\$1	Excessive spaces	Regular expression	Case sensitive
\s+\$		Spaces at the end of paragraph	Regular expression	Case sensitive

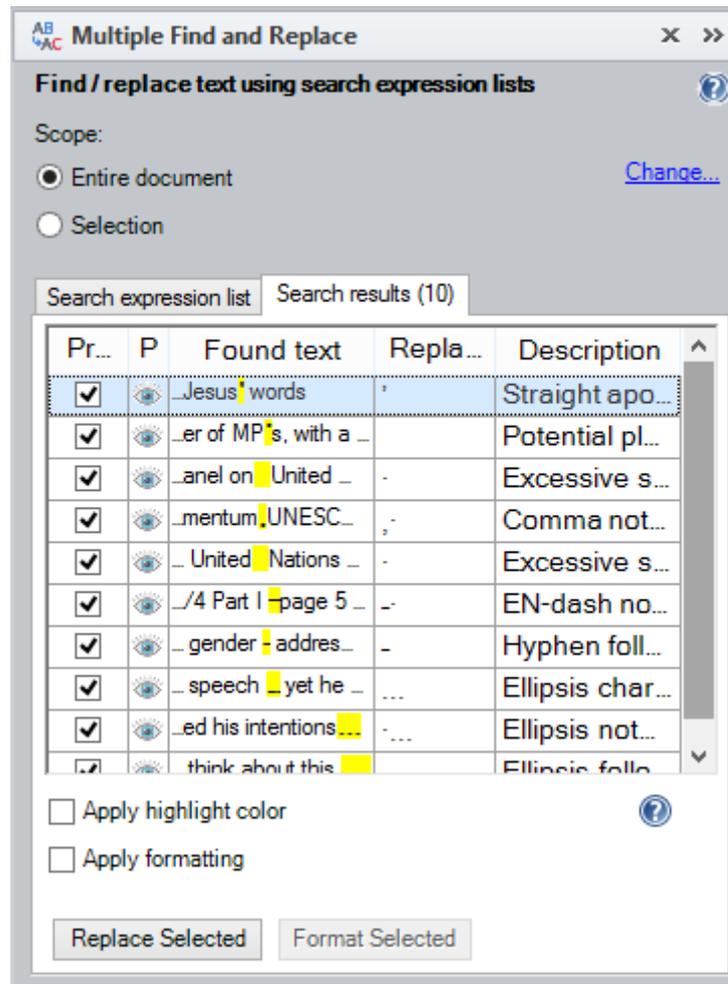
Since many search expressions in this list require manual checking, the editor needs to use *Find All* button to see the list of occurrences of the search expressions:



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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.

3. Case #3 – 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:



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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

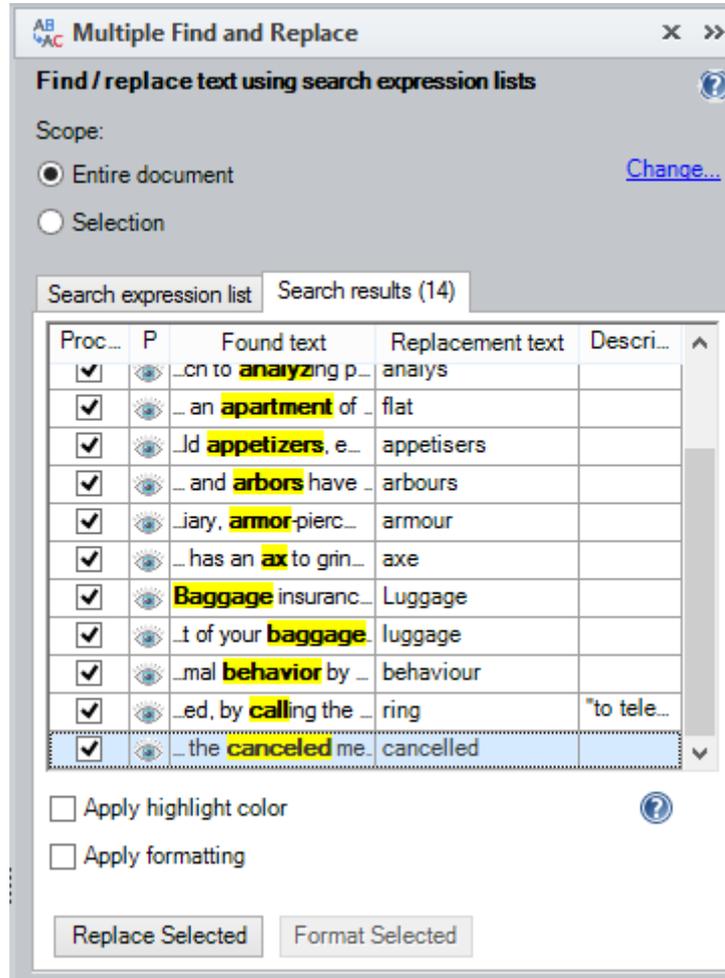
Since some search expressions in this list require manual checking, e.g. "call" being replaced with "ring" only in the context of "to telephone someone", the editor needs to use *Find All* button to see the list of occurrences of the search expressions:



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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.

4. Case #4 – 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)

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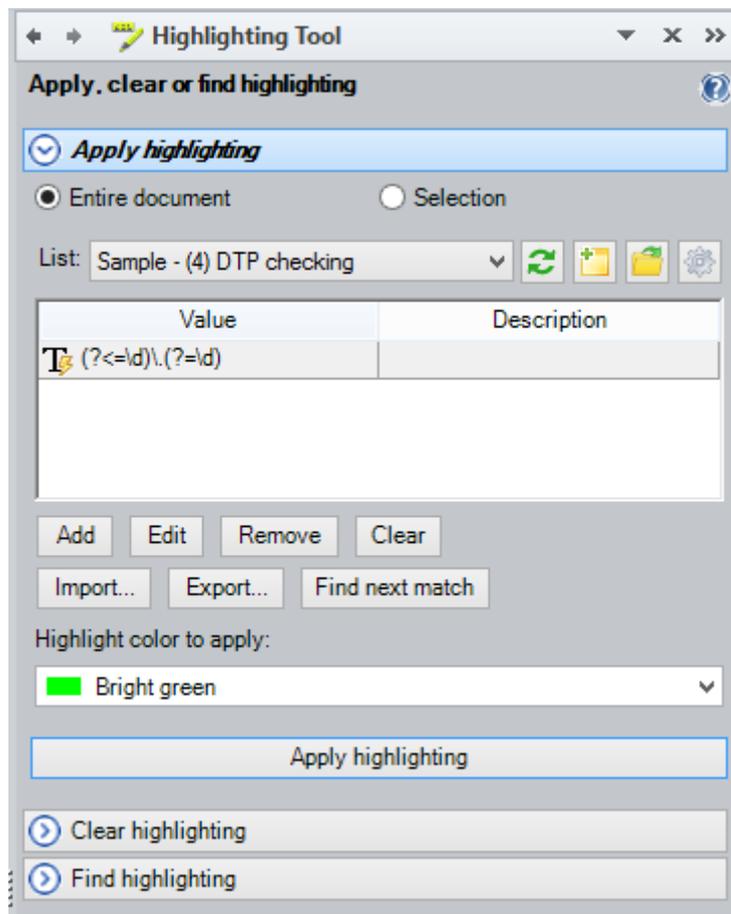
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How to achieve this with TransTools+:

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



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:



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

5. Case #5 – 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

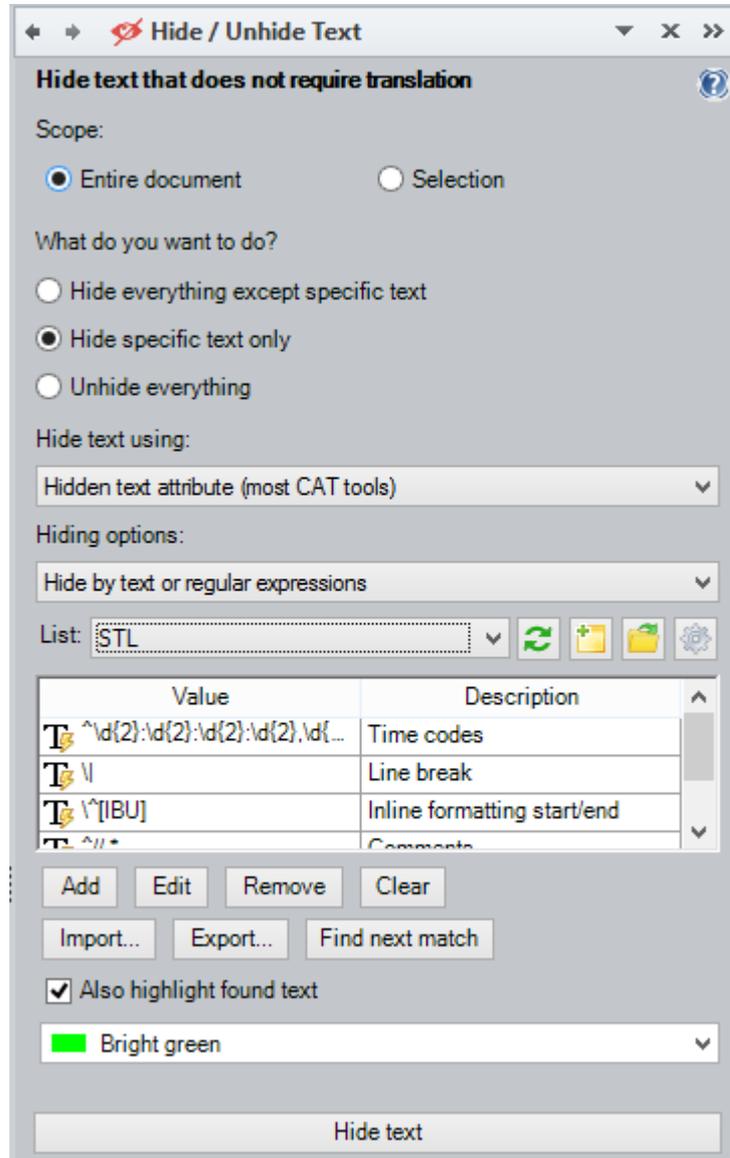


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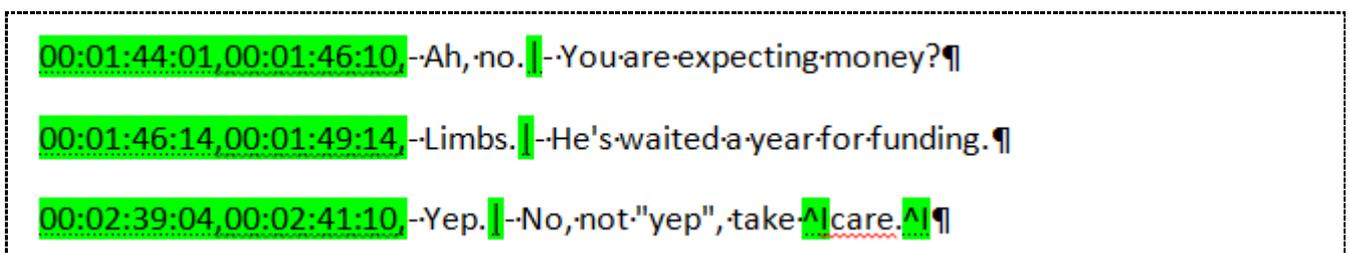
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Hide / Unhide Text tool after configuration:



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:



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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.

6. Case #6 – Skip certain document parts during translation

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



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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	Cl
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+:

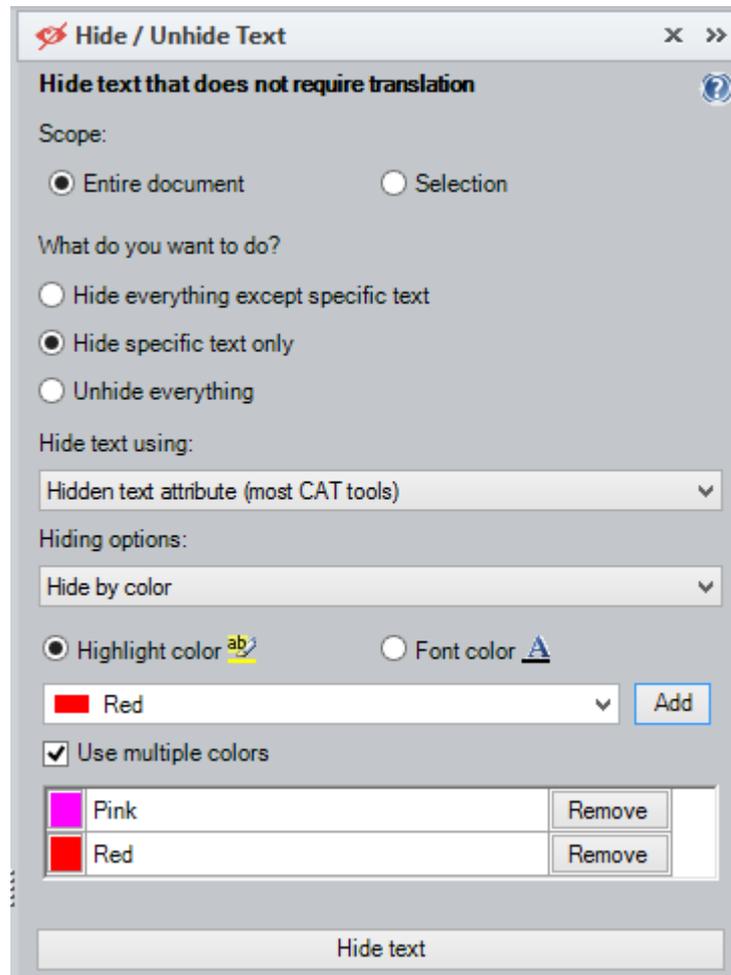
Use Hide / Unhide Text tool to hide text which is highlighted in specific colors. To do this, activate "Hide specific text only" option to hide the colored text, make sure that "Hide by color" option is selected, then check "Use multiple colors" option and add both colors to the list:



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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.

7. Case #7 – 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.



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Example of coloring 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*.

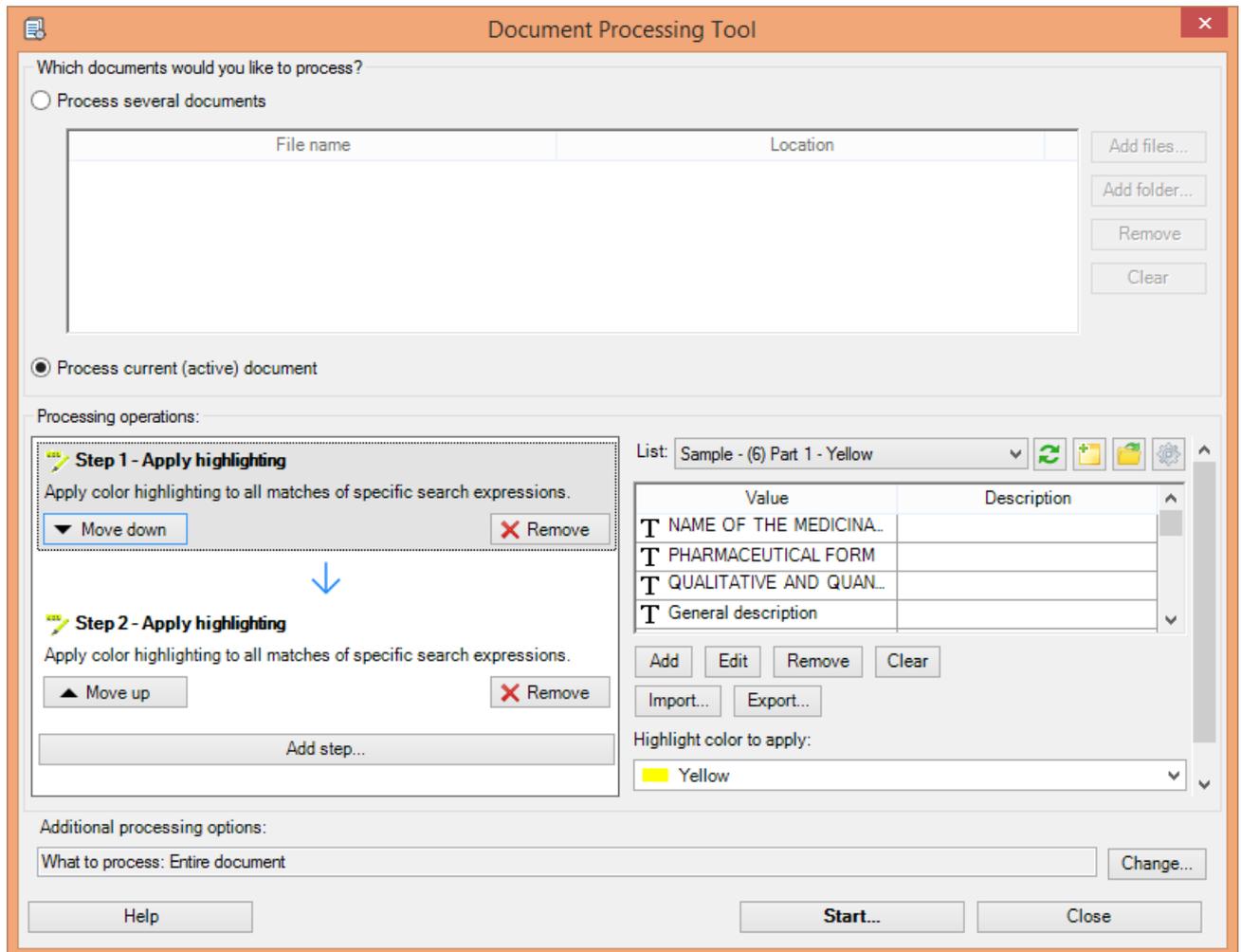
Here is how Document Processing Tool is configured for 2 separate highlighting operations:



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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.

8. Case #8 – 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.



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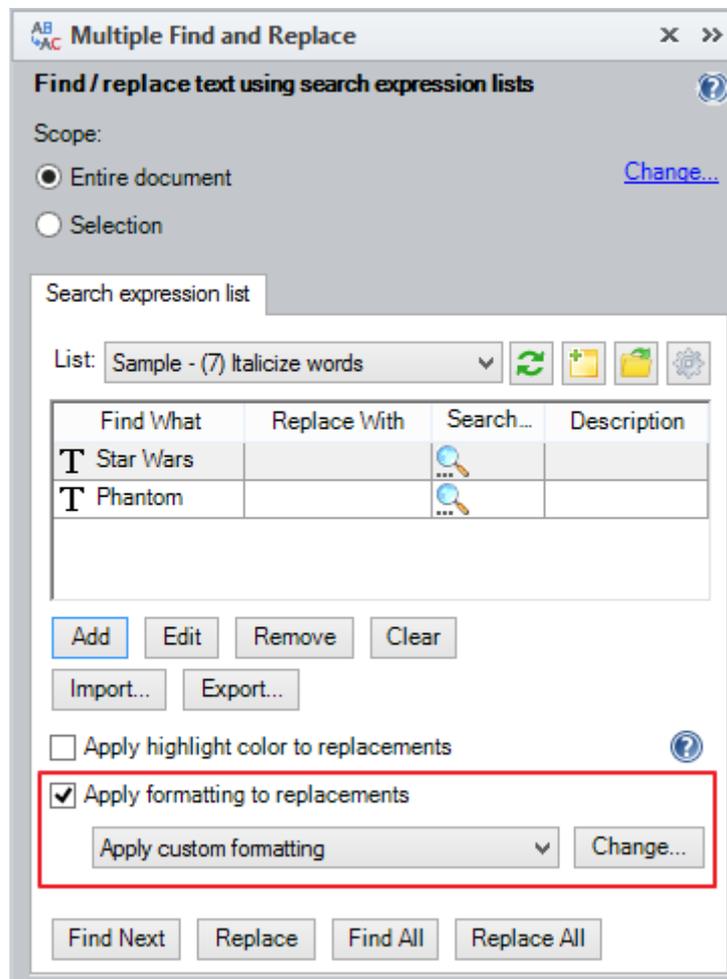
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How to achieve this with TransTools+:

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:

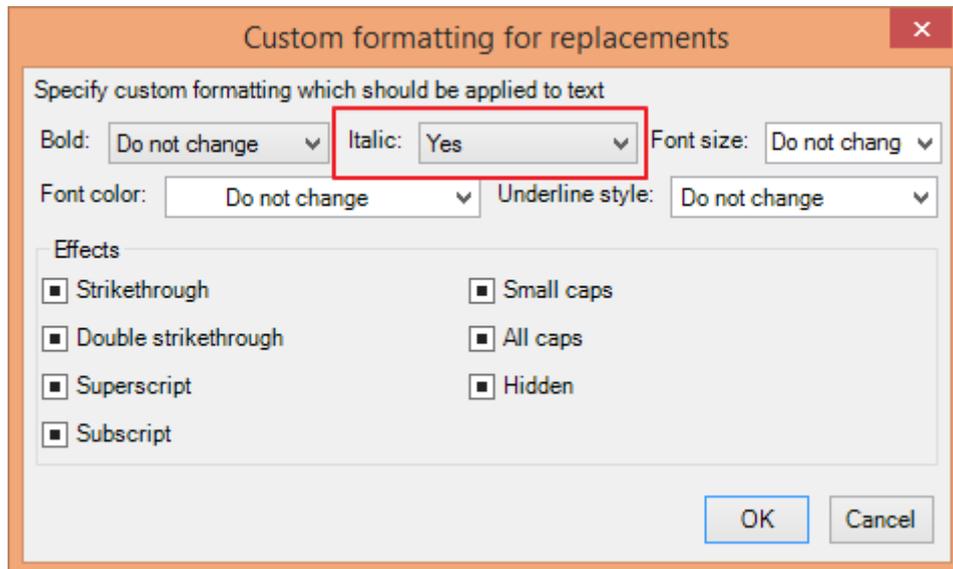




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When Multiple Find & Replace tool is fully configured, click *Replace All* button to perform replacements, or, if there is a possibility of accidentally replacing the wrong text, click *Find All*, review the list of occurrences and click *Replace Selected*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

Result:

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.

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 www.translatortools.net/plus or write an email to info@translatortools.net.

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