

WorldServer and Studio Integration Guide

SDL WorldServer 10.4.1

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Chapter 1

Introduction

Welcome to the *Using WorldServer and Studio Integration Guide*. This guide provides translators and project managers with information on the workflow between SDL WorldServer™ projects and translation kits for SDL Trados Studio 2014. See the *Information Overview* and *Audience* topics for more details on the structure of this guide.

Information Overview

SDL WorldServer 10.4 can create a special WorldServer project package for SDL Trados Studio 2014. While similar in concept to a project package created in Studio, the WorldServer project package differs in its internal structure, and its filename has a different file extension, .WSXZ.

As a project manager assigned to work on a WorldServer project, you may be responsible for creating WorldServer project packages as described in [“WorldServer Project Package Creation”](#) on page 3. You might also be responsible for processing and importing results packages, as described in [“Returning Completed Work to WorldServer”](#) on page 19.

As a translator or reviewer, you obtain and open a WorldServer project package as described in [“WorldServer Project Packages and Studio ”](#) on page 11. You translate or review the files in that package as you would any project in SDL Trados Studio 2014. On finishing your work, you create a return package and upload it to WorldServer, or you return the package to whomever is responsible for importing it. The WorldServer return package also has the file extension .wsxz.

Note: Obsolete Studio SP1 kit incompatible with subsequent releases. SDL Trados Studio 2014 users who installed the `WorldServerTradosStudioFileType.msi` translation kit on their systems (to use Studio SP1 with SDL WorldServer 9.2) should uninstall it. All the capabilities provided by the kit have been built in to subsequent WorldServer and Studio releases.

Audience

This manual is for people who are involved with projects that use SDL Trados Studio 2014 in conjunction with SDL WorldServer, and perform two different types of roles: **translators and reviewers**, and **project managers**.

- **Translators and reviewers** open and work with WorldServer project packages, and then return the results back to WorldServer.
- **Project managers** create and distribute WorldServer project packages. They can also process and manually import results packages into WorldServer.

Note: These tasks may be performed by the same person.

This manual assumes that the reader is familiar with SDL Trados Studio 2014. For more information, see the [“Studio Online Help”](#).

Chapter 2

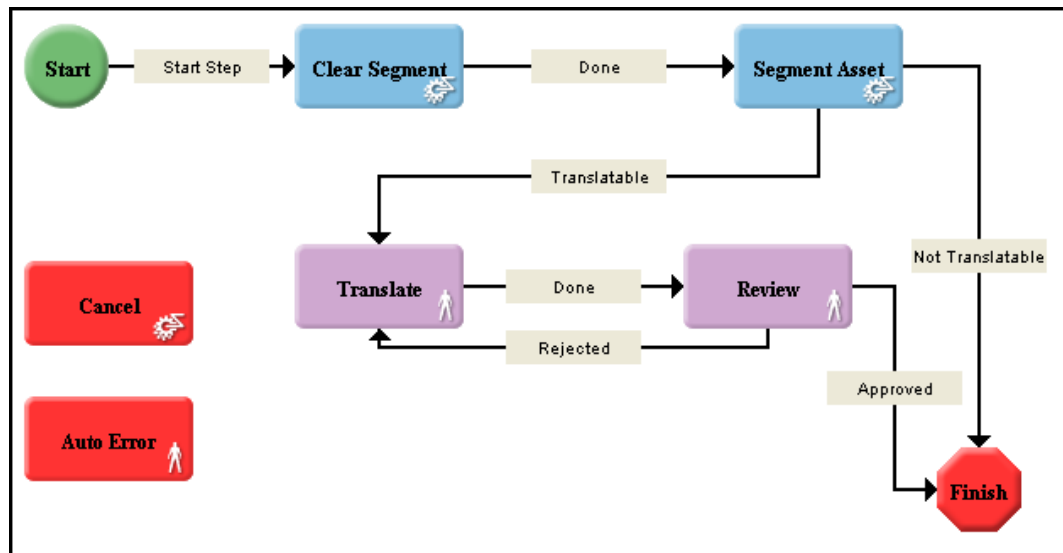
WorldServer Project Package Creation

Depending on the procedures followed by your employer or business partner who uses SDL WorldServer, project managers may be able to access that WorldServer system to create and distribute a project package created by SDL WorldServer.

WorldServer Project Workflows

In SDL WorldServer, most work is performed within a *WorldServer Project* that represents work associated with a translation effort for a single target locale. The WorldServer project consists of one or more *tasks* running through a specific WorldServer *workflow*. Each task represents a single file (known in WorldServer as an “asset”) that the workflow processes.

In its simplest form, a WorldServer workflow consists of an ordered set of automated and manual (that is, “human”) steps. Here is an example:



This workflow contains two automated steps (“Clear Segment” and “Segment Asset”)

that prepare the file for translation. It also contains two human steps, “Translate” and “Review.” Most production WorldServer workflows contain many automated and human steps that may include quote preparation, pre-translation work, translation, review, quality assurance, file delivery, etc.

In the workflow definition, the workflow designer assigns each human step to one or more registered WorldServer users. During task processing, when WorldServer reaches a human step it notifies all assignees by sending each of them an email message that contains a link to the WorldServer task. To work on an assigned task, an assignee can click the link in this email message, log into WorldServer, and then create and download a WorldServer project package to use in Studio. Or, the assignee might send a WorldServer project package to a colleague or business partner as an attachment to an email message or via an FTP server. Once someone edits/translates online or exports the package, the task is automatically claimed by that user in WorldServer, so that no one else can alter it. Claiming is also important, as it is required in order to return the package and/or to make live TM updates, when that option is enabled. When the assignment is complete, the assignee creates a WorldServer return package, uploads it back on WorldServer from Studio or sends it to the project manager to manually import it into WorldServer and then move the task to the next step in the workflow.

Most WorldServer workflows include both a “Translate” step and a “Review” step. When the WorldServer user assigned to the “Translate” step completes that step in WorldServer, the workflow reaches the “Review” step, which it assigns to WorldServer users who are identified as reviewers for the target language of the project. As did the translator, a reviewer obtains a WorldServer project package to open in Studio.

About the Project Package

WorldServer project packages have a file extension of `.wsxz`, and contain the information needed in order to translate — or review translations of — files whose translation is managed by WorldServer. Project information and associated metadata can be viewed in SDL Trados Studio in the **Project Attributes** tab in the **Projects** view. With Studio 2014, you can see real-time updates to the project in WorldServer as you work through it in Studio. Each update to a segment or translation memory will be immediately reflected on the WorldServer side, providing you have the necessary authorizations for WorldServer. If not, the project manager gathers the information and brings it back into WorldServer.

Note: The following restrictions apply to the real-time updates:

- WorldServer must be in Live TM mode
- The **Update** checkbox must be selected in Studio in the **Options** dialog box under **Translation Memory and Automated Translation** for the TM you are using
- Changes to source segments are not supported
- Split and merged segments will not be updated. However, these split/merges will be handled accordingly after re-importing the full package.
- Any changes to tags will not be updated

- Offline mode is not supported
 - Segments that were originally locked will not be updated.
-

With this release, the WorldServer package has been configured to be backward compatible (that is, to work with versions of Studio prior to 2014). To make the package backward compatible, you must select this option when exporting it.

The export package contains:

- A segmented representation of each source file
- The server-based TM assigned to the WorldServer project
This offers real-time access to the version of the TM available on the WorldServer system. The WorldServer TM is enabled by default in the list of translation memories applied to the project and it can be updated while confirming the translations in Studio. This TM is only available for WorldServer 10.4 packages opened in Studio 2014 and only for Studio users with the required WorldServer credentials
- The file-based TMs assigned to the WorldServer project
These are the offline version of the TMs assigned to the WorldServer project, as they were available when the WorldServer project was created. Studio users who do not have access to the server-based TM can use these TMs when translating the files in the WorldServer package. The changes to these TMs can be updated by the WorldServer project manager when importing the return package into WorldServer
- WorldServer terminology entries
WorldServer includes a single project TBX file that contains relevant TD entries, if they exist. When you open the WorldServer project package in Studio, this TBX file is imported into a new Studio termbase file named `WorldServer.sdl.tb` and is automatically included in the Studio project. The **TD Name** field in the imported TD in Studio is displayed in the **Term Recognition** window by default. When it is present, the termbase file includes information on individual terms:
 - Term statuses such as Proposed, Approved, Preferred, Deprecated and Rejected
 - Task attributes and metadata information is exported for use by the Project Manager
 - System attributes such as Created On, Created By, Modified On and Modified By
 - Term and entry custom attributes, which are mapped to Studio attributes
- Task information and associated metadata for each file in the package. Task information can be viewed in SDL Trados Studio in the **Files Attributes** tab in the **Files** view.
- The **QA Checker Profile** settings.
WorldServer 10.4 packages includes the QA Checker Profile configuration defined in WordServer, so that Studio can automatically apply the same configurations to all the files included in package. The QA Checker analyzes Segments, Segments to

Exclude, Inconsistencies, Punctuation, Numbers, Word List, Regular Expressions, TradeMark Checks and Lengths. Applying the same settings ensures the same translation quality across all the files in a WorldServer project, even if the project files are split in multiple packages and sent to different Studio users.

- The **TM Penalties** defined in WorldServer for a TM or a group of TMs. Knowing the penalty score that the WorldServer project manager defined for each TM ensures that Studio users know the real value of each translation unit in a WorldServer TM and can better assess their reliability. The TMs in a WorldServer TM Group are listed individually in Studio and ordered by the priority set in WorldServer.
- The **TM Attribute mismatch Penalties** are applied in Studio the same way as they are applied in WorldServer when the mapped metadata of the TM match does not match the mapped metadata of the asset being translated.

Note: The File Type Support (FTS) server cannot specify segments to be excluded for the .WSXZ export format.

Options for Creating the Project Package

Use your Web browser to log into the WorldServer system which has projects assigned to you.

Note: The owner of the WorldServer installation must establish a user account for you, and provide you with the Web address (URL) of the WorldServer system and your Username and Password credentials.

When you point your browser to the WorldServer URL and enter your login credentials, WorldServer displays its *Home* Page.

A message on the WorldServer *Home* Page displays the number of projects and tasks currently assigned to you.



▶ You have 4 projects assigned to you, containing a total of 5 tasks.

▶ You have 1 issue.

To see your assignments, select the number of assigned projects in this message. WorldServer displays the *Projects* page that shows each of your assigned projects.

The Projects Page—Selecting a Single Project

About this task

To work on only one of your projects:

Procedure

1. Select one of your assigned projects.
2. In the WorldServer toolbar, click **Translate...**

WorldServer displays the **Create Translation Kit for Projects** window. For each file in the project, WorldServer:

- Claims the associated task for you, to prevent other users from working on the same file
- Locks the target file, again to prevent conflicting updates
- Formats the source file for translation
- Finds WorldServer translation memory and WorldServer terminology matches for the file

WorldServer then gathers all of this information into a project package and downloads that package file through your browser. The filename conforms to this format:

`tasks_projectname_project#_target-locale_xliff.wsxz`.

3. Save this file to a known location on your PC. (Do not select the default operation, which is to open the project package directly in Studio.)

Note: You can also create a project package by selecting a single project and clicking **Export**, as described in the *Selecting Multiple Projects* topic. This results in a single archive file named `xliff_projects.zip`.

The Projects Page—Selecting Multiple Projects

About this task

To work on two or more of your projects:

Procedure

1. Select any of your assigned projects, and then click **Export**. WorldServer displays the **Create Translation Kit for Projects** window.
2. Accept the default format, `WSXZ`, and click **OK**. For each file in every selected project, WorldServer
 - Claims the associated task for you, to prevent other users from working on the same file
 - Locks the target file, again to prevent conflicting updates

- Formats the source file for translation
- Finds WorldServer translation memory and WorldServer terminology matches for the file

WorldServer then gathers all of this information for each project into a project package file and then gathers all of the project package files into a single archive file named `xliff_projects.zip`. WorldServer then downloads that zip file through your browser.

3. Save this file to a known location on your PC.

The Task List Page—Selecting Tasks within a Project

About this task

Instead of selecting one or more WorldServer projects, you may want to package some or all of the individual tasks within a WorldServer project. Each task is associated with a single file in the WorldServer project. To select individual tasks:

Procedure

1. In your Web browser, log into WorldServer.
2. Click the **Assignments** tab. Then click **Projects**.
WorldServer displays the **Projects** page that lists projects assigned to you.
3. Click the name of the Project whose tasks you want to see.
WorldServer displays the **Task List for Project** page for the selected project.
4. Select one or more tasks. To select all of the tasks in the project, click the checkbox in the header bar of the task list.
5. Position your mouse over the expansion triangle at the right side of the **Edit/Translate** button.
WorldServer displays a menu of supported editors.
6. Click **In SDL Trados Studio...**
WorldServer displays the **Create Translation Kit for Projects** window. For each selected task, WorldServer:
 - Claims the task for you, to prevent other users from working on the same file
 - Locks the target file, again to prevent conflicting updates
 - Formats the source file for translation
 - Finds WorldServer translation memory and WorldServer terminology matches for the file

WorldServer then gathers all of this information into a project package and downloads that package file through your browser. The filename conforms to this format:
`tasks_projectname_project#_target-locale_xliff.wsxz`.

7. Save this file to a known location on your PC. (Do not select the default operation, which is to open the project package directly in Studio.)

The WorldServer Task Assignment Email Message

About this task

If you have a user account on a WorldServer system in which you are assigned a task, WorldServer notifies you of that assignment by sending an email message. The message begins, “You have just been assigned task(s) for project(s) listed below. . .” It contains a link to the WorldServer page that lists the assigned task(s) for each project assigned to you.

If you receive a WorldServer task-assignment message, you can create a WorldServer project package for an assignment:

Procedure

1. In the email message, click the link to a WorldServer assignment.
WorldServer displays its **Login** page.
2. Enter your login credentials, and click **Login**.
WorldServer displays the **Task List for Project** page for the assigned project.
3. Select one or more tasks. To select all of the tasks in the project, click the checkbox in the header bar of the task list.
4. Position your mouse over the expansion triangle at the right side of the **Edit/Translate** button.
WorldServer displays a menu of supported editors.
5. Click **In SDL Trados Studio...**
WorldServer displays the **Create Translation Kit for Projects** window. For each selected task, WorldServer
 - Claims the task for you, to prevent other users from working on the same file
 - Locks the target file, again to prevent conflicting updates
 - Formats the source file for translation
 - Finds WorldServer translation memory and WorldServer terminology matches for the fileWorldServer then gathers all of this information into a project package and downloads that package file through your browser. The filename conforms to this format:
`tasks_projectname_project#_target-locale_xliff.wsxz.`
6. Save this file to a known location on your PC. (Do not select the default operation, which is to open the project package directly in Studio.)

Chapter 3

WorldServer Project Packages and Studio

Translators and reviewers may receive a WorldServer project package as an attachment to an email message, or might download the project package from an FTP server. Opening the WorldServer Project Package in SDL Trados Studio 2014 creates a new Studio project.

Note: SDL recommends that you only open WorldServer project packages with Studio 2014. While it is possible to open a WorldServer project package file directly from your web browser's download dialog box or by double-clicking it in Windows Explorer, doing so may have unexpected results.

Project Package Formats

You can receive WorldServer project packages in two different formats, one of which requires an extraction step.

- A file named `xliff_projects.zip` that can contain one or more project packages. In this case, you extract the project packages files (which have a file extension of `.wsxz`) from the `.zip` file and save them to a known location on your PC. You open and work with a single project package at a time.
- A file with the format `tasks_projectname_project#_target-locale_xliff.wsxz` which contains a single project package. You open this file directly in Studio.

Opening the Package

About this task

Use the following procedure to open a WorldServer project package:

Procedure

1. Make sure you know the location of the WorldServer project package file (which has a file extension of `.wsxz`) on your PC.
2. Start Studio, and then select **File > Open > Package...**, or click the **Open Package** button in the standard toolbar).
3. Navigate to the WorldServer project package file, and select it.
4. Click **Open**.
The **Converting WorldServer Settings** page is displayed. On this page, you can choose to **Generate translation and analysis statistics** to perform the **Analyze Files task** and get the **Analyze Files report** for the files included in the package.
5. Click **Next**.
6. Choose an empty folder in the **Project Folder** field and click **Finish**.
7. When the package import preparation is complete, click **Close**.
8. You are now ready to work on the project files in SDL Trados Studio 2014. To enable real-time updates between Studio and WorldServer, go to the **Options** dialog box, select **Translation Memory and Automated Translation** and check **Update** next to the TM that you are using to translate this package. This can be configured if WorldServer is in Live TM mode.

Results

Studio imports the contents of the WorldServer project package and displays it in the **Projects** view.

For projects created in WorldServer 10.4 with the `url_of_origin` property configured, Studio shows the WorldServer location of the project in the **Server** column of the **Projects** view.

Note: Studio truncates WorldServer project or filenames longer than 50 characters. Even with this change, Studio cannot open WorldServer packages if the temporary folder path or the project names exceed 260 characters. To avoid exceeding this limit, change your `temp` and `tmp` folders to a top-level folder, such as `C:\TMP`.

Translation and Review for WorldServer Projects

After you import a WorldServer project package, you can translate or review the files in that package as you would the files in any SDL Trados Studio 2014 project package. If WorldServer found any translation memory matches for segments in the project files, it includes in the WorldServer project package a TMX file that Studio imports into a project translation memory (TM) whose name is `WorldServer`.

Behavior Differences

When you work with files in a WorldServer project package, you need to recognize some differences in behavior between SDL WorldServer and SDL Trados Studio 2014, including the following:

- Segment Comments
- Segment Status
- Segment Locking
- Word Counts and TM Leverage
- Inline Tags
- Preview Capabilities
- Due Dates

Segment Comments

	SDL Trados Studio 2014	SDL WorldServer
Comment Scope	File, segment, and range comments Note: When you select text within a segment and then create a comment whose scope is <code>Current Selection</code> , Studio identifies this as a <i>range comment</i> .	Segment comments. WorldServer converts range comments to segment comments, and ignores file comments
Comment Severity	Comment Severity Level	[Not available]
Comment Grouping	Comments stored individually and tagged with user, date and time	All comments for segment saved in one text block. Each is preceded with a separator that contains user, date and time

Segment Status

SDL Trados Studio 2014 and SDL WorldServer use different values to identify translation segment status. When you open a WorldServer project package or create a WorldServer return package, segment status values are converted as follows:

When you export a translation kit (WorldServer project package) from WorldServer

SDL WorldServer	SDL Trados Studio 2014
No Status (empty target)	Not Translated
No Status (non-empty target)	Draft
Pending Review	Translated
Reviewed	Translation Approved
Rejected	Translation Rejected

When you import a translation kit (WorldServer return package) from Studio

SDL Trados Studio 2014	SDL WorldServer
Not Translated	No Status
Draft	No Status
Translated	Pending Review
Translation Approved	Reviewed
Translation Rejected	Rejected
Sign-off Rejected	Rejected
Signed Off	Reviewed

Note: When the real-time segment update is enabled and you confirm a segment :

- The segment status in WorldServer is set to Pending Review if the Studio editor is open for translation (since the segment status in Studio is set to Translated when it's confirmed)
 - The segment status in WorldServer is set to Reviewed if the Studio editor is open for review (since the segment status in Studio is set to Translation Approved when it's confirmed)
-

Segment Locking

In WorldServer, a workflow step may lock target segments whose translations it retrieves from TM. WorldServer supports two types of segment locks:

- Dynamic locks allow you to unlock and modify segments
- Static locks do not allow you to modify segments

SDL Trados Studio 2014 does not distinguish between these lock types.

When you edit a file with locked segments in the Studio side-by-side editor, you will see a lock icon in these segments. While Studio allows you to unlock and modify a locked segment, WorldServer will not accept any changes to the contents of segments that it locked with static locks. If you attempt to modify a static-locked segment, the Editor displays a warning message.

However, depending upon your WorldServer user privileges, you may be able to add or edit comments associated with static-locked segments. To do so, unlock the segment and add or edit the comment. When you confirm that segment, if the lock is a static one, you will have one of two options:

Commenting allowed on locked segments

The Editor displays a warning message to inform you that WorldServer will accept changes to the comments, but not to the segment translation

Commenting prevented on locked segments

The Editor displays a warning message to inform you that WorldServer will not accept either your comment changes or any segment translation changes

A similar issue occurs in the Editor if you modify and then lock a segment that is not locked in WorldServer. When you confirm the segment, the Editor displays a warning message to warn you that WorldServer will not honor this segment lock.

Word Counts and TM Leverage

You may find differences in word counts and translation memory match scores (leverage) between SDL Trados Studio 2014 and SDL WorldServer, since they currently use slightly different approaches to segmentation and leverage. The differences should not be significant.

SDL Trados Studio 2014 will correctly display fuzzy match percentages after opening a translation kit from WorldServer.

Inline Tags

SDL WorldServer and SDL Trados Studio 2014 both show nontranslatable markup within segments as numbers enclosed within braces, such as {1}. WorldServer does not distinguish among different types of these inline tags; it refers to all of them as “*placeholders.*”

In each segment, placeholders in the target must match placeholders in the source. You can move placeholders within a segment, but must not add or delete them. If placeholders are missing, or there are more placeholders in the target segment than in the source segment, you cannot create a WorldServer return package.

Tip: It may make sense in some cases to move a placeholder, for example, if the sentence structure of the source language differs from that of the target language. However, sometimes moving a placeholder can make the file invalid. For example, if you are working with an HTML or XML file and you swap the order of an opening tag and a closing tag, the file no longer contains valid HTML or XML.

Preview Capabilities

The preview feature of SDL Trados Studio 2014 (**View > Preview**) displays assets contained in SDL WorldServer packages that have text, HTML, and XML formats. The preview is available for the original file format associated with the following MIME types:

- Text
 - text/plain
 - text/x-java-properties
 - application/x-javascript
- HTML
 - text/HTML
 - application/x-jsp
 - text/x-asp
- XML
 - text/xml
 - text/xsl
 - txt/x-idiom-dcr+xml

Project Package Due Dates

The task step due dates in SDL WorldServer are used for SDL Trados Studio 2014 project packages, but only when the due date for each task in the project is the same. Otherwise the due date in Studio is set to null.

Note: If the task step due date is specified without time, for example 1/23/10 instead of 1/23/10 03:30 PM, the time is automatically set to 5:00 pm.

Creating the Translation Return Package

When you are ready to return the results of your work to the WorldServer system on which the project was created, you begin by creating a WorldServer return package in SDL Trados Studio 2014.

About this task

Follow these steps:

Procedure

1. Be sure to save the files in your project.
2. Select **Project > Create Return Package** (you can also use a hot key???) .
3. Select the files to include in the return package, and click **Next >**.
4. Specify a return package location, which could be the default URL of WorldServer or a File. Studio adds the file extension `.wsxz` to indicate that this is a WorldServer return package.

Note: An entry in the **Comments** field is used only if you later create a draft email message when creation of the WorldServer return package finishes. WorldServer does not use or retain the comments.

5. Click **Finish**.
Studio creates the WorldServer return package and displays its **Create Return Package** dialog box.
6. To display any errors, click **Show Results**.
7. You can open the folder in which you saved the WorldServer return package and create a draft email message with the WorldServer return package attached, or simply click **Finish** to close the dialog box.

Chapter 4

Returning Completed Work to WorldServer

Automatically Uploading the Return Package from Studio

About this task

Follow these steps to automatically upload WorldServer return packages to WorldServer.

Procedure

1. Select **Project > Create Return Package** from the menu bar. The **Create Return Package** wizard is displayed on the **Select Files** page. All files in the project are included in the list, apart from reference files.

Note: If you select files that were not originally received in a project package, the **Create Return Package** option will be disabled (grayed out).

2. Select or clear the check boxes next to the file names on the **Select Files** page to include or exclude them from the package. If you have previously included any of the files displayed in another return package, those files will not be selected by default.
3. Click **Next**.
4. Choose **Server** or **File** on the **Return Package Options** page.

Note: If the package was created in WorldServer 10.4 and the `url_of_origin` setting was configured by the Worldserver administrator, Studio automatically recognizes the server where the package came from. The **Server** field shows the server of origin so that you can upload the return package back to its original location on WorldServer. For packages created in earlier versions, or for which the `url_of_origin` setting was not configured, manually enter the server address in the **Server** field.

5. Click **Authentication** to enter your credentials for the specified server address.

6. If you want to add a comment to the return package, enter it in the **Comment** box.
7. Click **Finish** to create the package and go to the **Creating Return Package** page. Studio creates the return package and uploads it to WorldServer. Once the package creation is complete, the statuses next to the progress bars change to “*Completed.*” After the return package is created, the manual task assigned to the files in that package is displayed as complete in the My Tasks folder on the navigation tree of the **Files** view.
8. To complete the assigned workflow tasks whose files you imported, select the tasks and click **Complete**.
WorldServer displays the **Complete Task(s)** page and moves the tasks to the next step in their workflow.
9. The **Next Step** field lists each available path in the workflow. Select the appropriate next step, enter a comment for the next person assigned a workflow step in this task, and click **OK**.
If you are assigned the next human step in the workflow, the tasks remain on this **Task List for Project** page, and the step name changes to identify the new step. Otherwise, WorldServer removes the tasks from this page because they are no longer available to you.

Manually Importing the Return Package from WorldServer

If you are a project manager and you received a return package from a translator who does not have the access to automatically upload the return package from Studio, you can log into WorldServer and manually import the return package. You can also specify now if you want to update the WorldServer translation memory with the changes that the translator made in Studio.

About this task

Follow these steps to import WorldServer return packages into SDL WorldServer.

Procedure

1. Log into the WorldServer system on which the project was created. You can enter the URL of this system directly in your Web browser, or you can click the link in a WorldServer task assignment email message that you received.
2. Enter your login credentials, and click **Login**.
If you clicked the link in a WorldServer task assignment email message, WorldServer displays the **Task List for Project** page for this project.
3. If you entered the WorldServer URL in your browser, WorldServer displays its **Home** page.
 - a. Click the **Assignments** tab, and then click **Projects**.
WorldServer displays its **Projects** page.

- b. Click the name of the project whose WorldServer return package you want to import.

WorldServer displays the **Task List for Project** page for that project.

4. Click **Import...**

WorldServer displays the **Import Offline Work** page.

5. Click **Browse**.

6. Navigate to and select the WorldServer return package file.

7. If you are authorized to update the WorldServer translation memory, you will see the **Update the translation memory using imported assets** checkbox. If so, and you want to update the WorldServer TM, select this checkbox.

8. Click **Import**.

WorldServer confirms that you claimed the task(s) whose files you are importing, and that the files are locked in your name. It then imports the target file(s) and, if appropriate, updates translation memory.

9. To complete the assigned workflow tasks whose files you imported so that WorldServer can move them to the next step in their workflow, select the tasks and click **Complete...**

WorldServer displays the **Complete Task(s)** page.

10. The **Next Step** field lists each available path in the workflow. Select the appropriate next step, enter a comment that WorldServer presents to the next person assigned a workflow step in this task, and click **OK**.

If you are assigned the next human step in the workflow, the tasks remain on this **Task List for Project** page, and the step name changes to identify the new step. Otherwise, WorldServer removes the tasks from this page because they are no longer available to you.

Chapter 5

External Review Documents

The Bilingual DOCX import/export format lets reviewers evaluate assets outside of WorldServer or SDL Trados Studio 2014. The external review documents provide limited access to target translation segments processed by a Studio file type.

The external review document kit consists of one or more DOCX files. You export and import the Bilingual DOCX file either from the WorldServer Explorer, or as part of a project. You can export any type of asset as a bilingual DOCX file for external review, and then import assets from that file back into WorldServer after the review.

The following workflow gives another example of how you can use WorldServer and Studio to work with an external reviewer.



Adding Studio to the translation and review workflow gives you several options.

- Reviewers can return their DOCX changes to Studio translators, who have access to track changes markup.
- You could also choose to export a WXSZ project package from WorldServer, and then export and import the external review file from Studio.

Notes on the Bilingual DOCX Format

The project package that WorldServer provides for external review consists of one or more DOCX files. The files consist of the assets segmented by Studio file types.

If the WorldServer administrator has specified the bilingual DOCX format as one of your system options, you can create a DOCX file for your reviewers in one of two ways. See other WorldServer online help topics for more information on importing and exporting assets.

WorldServer Explorer

Select the source folders or assets to export and select

Tools > Export/Import > Export Translation Kit from the WorldServer Explorer menu bar. The bilingual DOCX format will be one of the export and import options.

Workflow Automatic Actions

Use export and import AAs inside a workflow to specify the bilingual DOCX format for a translation kit. When you run the workflow, the review file will be produced at the appropriate step. When your reviewers are done, you provide the file back to WorldServer to pick up in the import step.

Export

When you plan to export assets for external review in a DOCX format, note the following.

- For assets originally in DOCX format, use the track changes setting option for the Microsoft Word 2007-2010 Studio File Type in WorldServer. This lets you see tracked changes in Studio when you work with the translated asset.

Note: See the SDL Trados Studio online help for more information on using Studio when you work with external review files for regulated industries.

- The export process creates a bilingual DOCX file whose filename consists of the WorldServer folder name and a long numerical “*fingerprint*” to identify it.
- The only export option available is `Segments to Exclude`, which means that the file won't include segments for which there are ICE or 100% matches in the translation memory. See the WorldServer online help for more information.
- New properties in the `exchange.properties` file govern the style of the exported file. See the appendix to the *WorldServer Administrator Guide* for details.

Note: You can only export assets to this format if they were segmented by Studio file types. If you try to export a legacy asset, WorldServer displays an error message and the export aborts.

Import

When you import assets back into WorldServer from a bilingual DOCX file, note the following.

- The filename must be the same as when you exported it (as for all translation kits).
- The import will only change the existing target translations for the assets.
- A second import of the same file will be ignored and have no effect on the assets.
- Sub-segment comments are elevated to the segment level comments upon import, just as for any Studio kit import.
- The status of updated segments will be changed to No Status.
- If segments with track changes are saved in translation memory, the REVISIONMARKER placeholders and deleted strings are removed. In other words, the TM segment is stored as if all track changes are accepted.
- If some segments contain track changes, and if the original asset format is DOCX, the target asset contains track changes. For any other asset format, track changes may result in illegible text.

How to Review Bilingual DOCX Files

Reviewers without access to WorldServer or SDL Trados Studio 2014 can open bilingual DOCX files in Microsoft Word, and edit the translation target segments as needed. Translators using Studio can then pick up the review changes and integrate them back into a WorldServer project package.

Review in Word

When you review a bilingual DOCX file in Word, note the following:

- You may only change the existing target translation for any segment. Other changes (including adding anything to blank target translations) are ignored on import.
- The review file will have the specific formats and colors that the WorldServer administrator can change.

Note: For any asset format besides DOCX, imported track changes may result in illegible text.

Review and Translate in Studio

When you use Studio to work with bilingual DOCX files, you have the full range of Studio translation tools available. In Studio, you can easily identify placeholders that represent tracked changes. Track changes updates segments as Deleted and Inserted strings, enclosed in the following placeholders:

- `<SDL:REVISIONMARKER – Delete>`, `</SDL:REVISIONMARKER – Delete>`
- `<SDL:REVISIONMARKER – Insert>`, `</SDL:REVISIONMARKER – Insert>`

In Studio, you can also compare reviewer comments against translation memory and the rest of the assets in the project package, before creating the WorldServer return package.

Note: If you open an an asset with tracked changes in the WorldServer Browser Workbench, you will not be able to distinguish between placeholders that represent tracked changes, and those that represent formatting.

Chapter 6

WorldServer Administrator Information

This appendix contains configuration or other information for SDL WorldServer administrators that may affect work for SDL Trados Studio 2014 project managers or translators/reviewers.

Segment Status Default Change

In releases after SDL WorldServer version 9.4, the `set_translation_statuses` default (in the `tm.properties` file) has been changed from `False` to `True`. SDL Trados Studio 2014 users may notice the following affects on segment status:

- Segments translated with ICE matches will be marked as “*Reviewed*” in WorldServer, which corresponds to an “*Approved*” segment status in Studio.
- 100% matches will be marked as “*Pending Review*” in WorldServer which correspond to a “*Translated*” segment status in Studio.

These status changes allow Studio to more accurately reflect your translated leverage.

The default setting change affects assets segmented by both legacy and FTS filters. WorldServer customers who are running in Live TM mode will not be affected, as this setting is implicitly `True` for Live TM mode.

Without enabling this setting, segments won't reflect that they are context matches until they are moved out of “*Draft*” status.

Note: WorldServer administrators can edit the `tm.properties` file to achieve the same status and leverage in WorldServer 9.2 and 9.3. See the *WorldServer Translation Memory Mode Concepts Guide*. If you plan to keep your own version of the `tm.properties` file when you install WorldServer 9.4, we recommend that you change this setting to obtain the listed benefits.

Chapter 7

Studio User Notes

SDL Trados Studio has its own, very complete, set of user documentation. The following notes describes aspects of WorldServer of particular interest to Studio users.

Starting with WorldServer 2011, version 10.1, WorldServer integration with Studio includes the following areas:

- Relaxed tag parity
- WorldServer translation plug-in

Please see the SDL Trados Studio 2014 documentation for complete descriptions of Studio features.

Relaxed Tag Parity

Starting with SDL Trados Studio 2011 and SDL WorldServer 2011 (release 10.2.1), the default WorldServer environment (using Studio file types and Studio-aligned translation memory mode) relaxes the requirement for tag parity in translation unit (TU) segments. That is, some tags may be present in the translation target without a requirement that they be in the translation source, or vice versa.

Studio 2011 and 2014 create return packages for WorldServer 10.2.1 without enforcing tag parity. Things to note:

- Translation units which have tags that are out of parity are excluded from WorldServer in-context exact (ICE) matches.
- WorldServer resolves target-only tags through an automatic mechanism in the associated WorldServer filter configuration for the file type, in general. If the configuration does not use a Studio file type, or has another issue, leverage penalties will be applied.

Note: If you work in WorldServer's Browser Workbench, you may notice temporary non-sequential placeholder ID numbering for non-parity segments brought in from translation memory. The ID sequence generally resolves once a server round trip takes place for the segment (such as when you save an asset, or add a segment comment), if not before.

Legacy tag parity behaviors/settings

When you create a return package for a WorldServer version before 10.1, Studio 2014 and higher versions check for tag parity, the previous default behavior. The return package creation will fail in Studio if tag differences exist in that case. Importing an out-of-parity return package into pre-10.1 WorldServer environments will also fail.

If you do want to enforce tag parity in source and target translation units for a particular Studio file type, most file types have a **Tag Check** control that you can use to verify tag parity, the behavior prior to WorldServer 10.1.

WorldServer Translation Plug-in for Studio

Starting with SDL Trados Studio 2014, the translation memory (TM) attached to a WorldServer 10.4 package is centrally shared between WorldServer and Studio. When opening a WorldServer package, Studio users with access to the WorldServer system also have real-time access to the server-based TM attached to the package. This means that they always see the most up-to-date version of the TM and can update it in real-time, while confirming the translations in Studio.

The translation plug-in has the following limitations:

- The default WorldServer scoping mode is always used for scoring purposes.
- Not all penalties or penalty values are currently applied or displayed correctly, since WorldServer penalties need to be mapped to penalties understood by Studio, and there is no 1:1 correspondence.
- For a concordance search, WorldServer's scoring rules are applied, which differ from Studio's rules. (WorldServer's Studio-aligned TM mode only applies to standard leverage scoring, not to concordance scoring.)

Note: For Studio 2011 and for packages created in earlier WorldServer versions, Studio users only have access to the offline version of the TM. This is the version of the TM that was available when the WorldServer project was created. For more information on the plug-in, see the Studio documentation. If you are curious about how WorldServer handles translation memory in general, you can find more information on WorldServer's Studio-aligned TM mode in *WorldServer Translation Memory Mode Concepts Guide*.
