

TIPS & TRICKS

TO GET THE MOST OUT OF YOUR COMPUTER/CAT TOOLS

Windows 7

Stripping metadata from Microsoft Office documents

Many file-types automatically save certain additional information in so-called metadata, whether you want them or not. In Office files, metadata contain the author and the person who last saved the file, for example. While you may sometimes find this information useful for yourself, metadata can also give away a great deal of personal information about you and your work on the computer when sharing or publishing files. To better protect your privacy, the metadata information hidden in your files can be deleted if necessary.

In Windows Explorer

1. In Windows Explorer, right-click on the file from which you want to delete the metadata. You can also delete metadata from several files at once – select all of the files and right click on them.
2. Select **“Properties”** from the menu, then go to the **“Details”** tab. Click on the blue link below that says **“Remove Properties and Personal information”**.
3. In the next window, Windows offers two different methods to remove the information:
 - With the default option, **“Create a copy with all possible properties removed”**, Windows will create a copy of the selected file with the same name, when you click on the **“OK”** button. In this copy, all metadata are deleted, while the original file with metadata is kept intact.
 - If you want to decide yourself which metadata should be deleted and which should be kept, choose the option **“Remove the following properties from this**

file” and tick the information that should be taken out. After you click on the **“OK”** button, the selected information will be removed directly from the original file.

In Microsoft Word and Excel 2010

1. Click on the **“File”** tab and then on **“Info”** in the menu column.
2. Click on **“Inspect Document”** under **“Check for Issues”** in the **“Prepare for Sharing”** zone. When the **“Document Inspector”** window appears, click on the **“Inspect”** button.
3. Click on the **“Remove All”** button, under **“Document Properties and Personal Information”** in the list.

Opening several folder windows at once in Windows Explorer

You can open several folder windows at once in Windows Explorer in just a few clicks. In the right-hand area of the Windows Explorer window, select the folders that you want to open, while holding down [CTRL]. Press enter. Each folder will open in a separate window.

Word 2010

Producing documents with two tables of contents

A large text may need to incorporate two parts, each of which requires its own table of contents. Yet by default, the word processor only offers a single table for all pages. However, a trick can be used to enable the creation of separate automatic tables of contents. It uses different styles from those assigned as the headings, but ones which are identically formatted. To finish, move the second table to the desired position and format it.

1. Adapting styles

For each table of contents, you need to assign a different but consistent style for the headings. For example, format the headings in the first part using the style Heading 1 and the headings in the second part with the style Heading 2. (It works similarly when there are multiple levels of headings, where you allocate headings 1 and 2 in the first part, 3 and 4 in the second part, and so on).

Ensure once the respective headings are formatted so that the text is displayed consistently afterwards. For example, you need to format Heading 1 identically to Heading 2.

2. Inserting tables of contents

Insert the first table of contents at the beginning of the document. Click on the **"Options..."** button in the **"Tables of Contents"** dialogue box. The list of available styles shows the organization of headings and levels. For example, you can remove the value under Heading 2 so that it will not be included in the table of contents.

Insert the second table of contents in the desired place in the Document. Here too, click on the **"Options..."** button in the **"Tables of Contents"** dialogue window and deactivate the headings that should not appear in the table. Remove for example the value in the field next to Heading 1, and enter a **1** in the field next to Heading 2, so that the latter appears at Level 1 in the table of contents. Click on **"OK"** to close the window.

Follow the same procedure for multi-layered headings.

Click on **"OK"** to close the dialogue. Answer **"No"** to the question whether you want to replace the existing table.

Both tables are then created and can be updated automatically, independently of one another.

SDL Trados Studio

Error message: "Failed to save target content: Mismatch in Unique ID"

This message is mostly caused by the following problems in the source document:

1. Comments in Word documents, especially by multiple authors.
Delete all comments from the source document and put them back in again after translation.
2. Footnotes in Word documents that do not comply with the rules for footnotes, such as those containing automatic lists or paragraph marks.
Remove the offending footnotes from the source document and insert correct ones.

Once you have corrected the source document, you need to set up your Trados project again. Apply the translation memory that has already been filled.

Translating from TXT format: The target text contains only the target language or the source and target languages side by side

The **tab-delimited text file** format was probably selected instead of **plain text** when it was saved.

- Save the source file again with the right file type, and set up your project again.
- If that doesn't work either, save the source text in DOCX format and work on this document. You can then convert the target document back into a text document at the end.