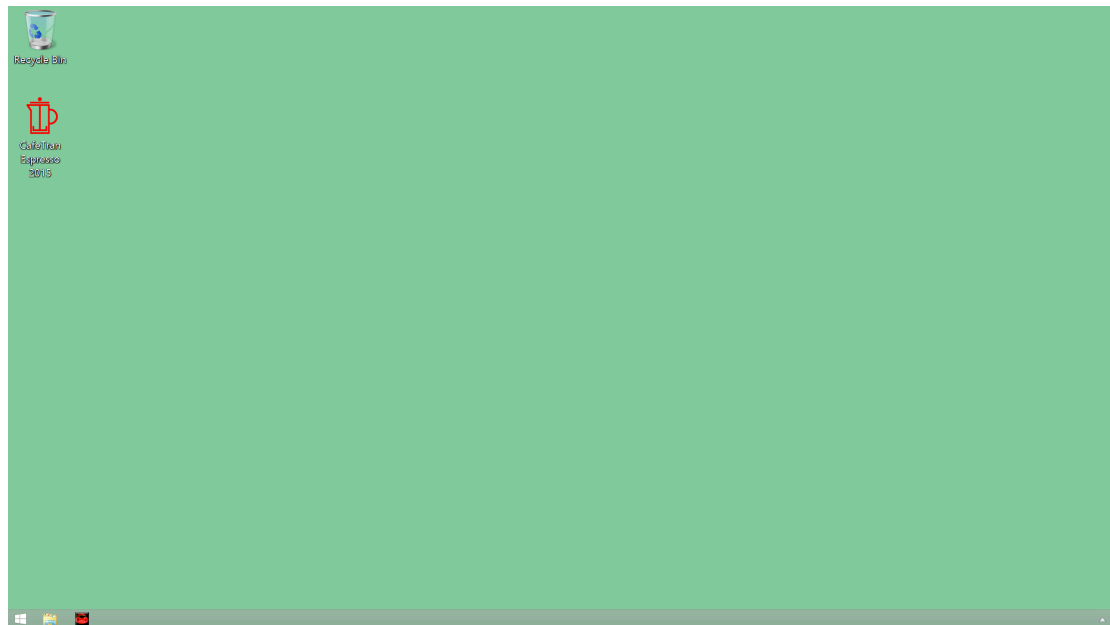
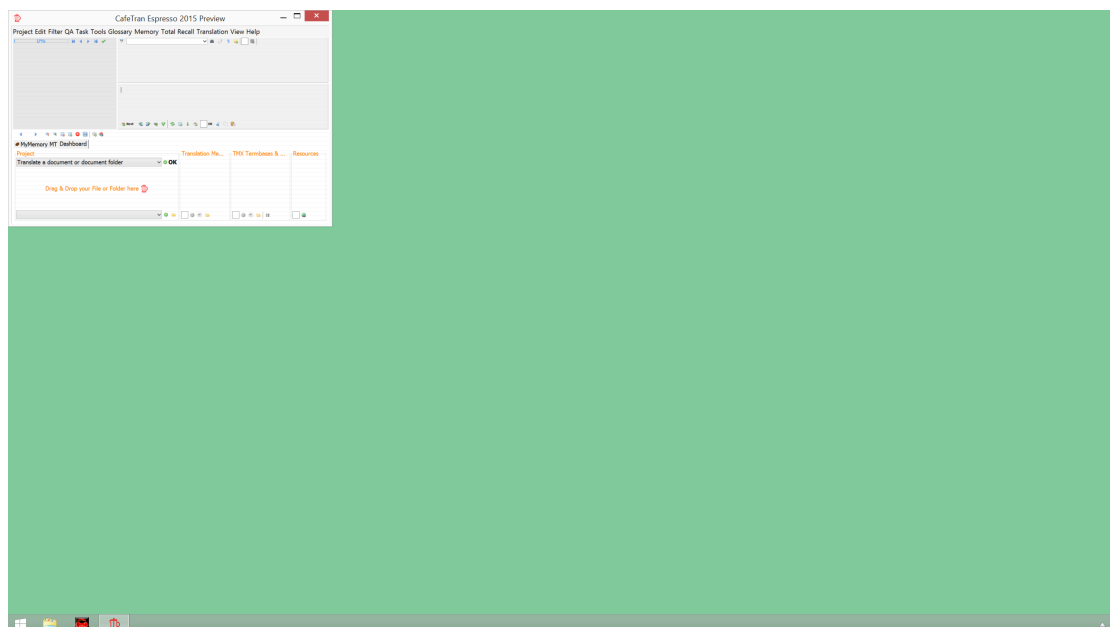


Running CafeTran Espresso 2015 for the first time after Installation

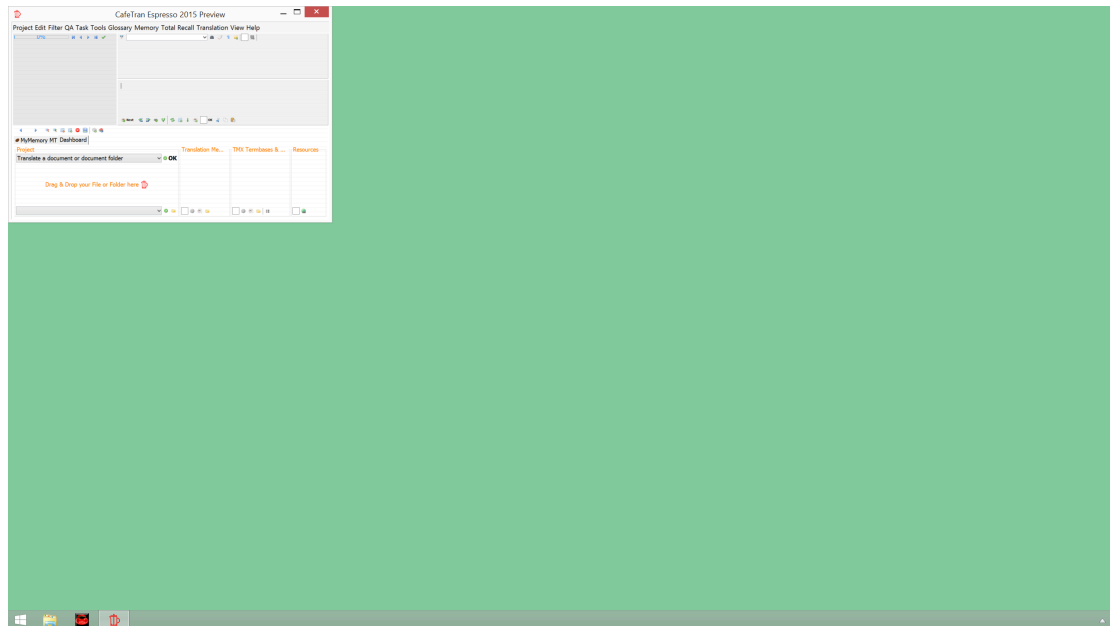
After CafeTran was installed on your computer, the CafeTran icon will be visible on your Desktop:



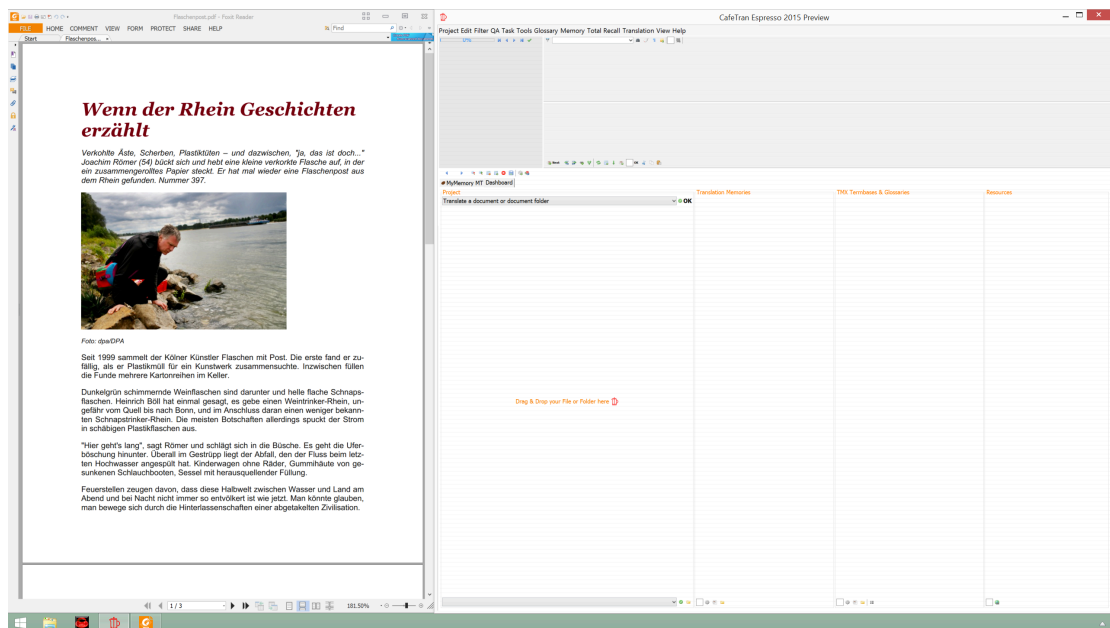
When you double-click the icon, CafeTran will start for the first time:



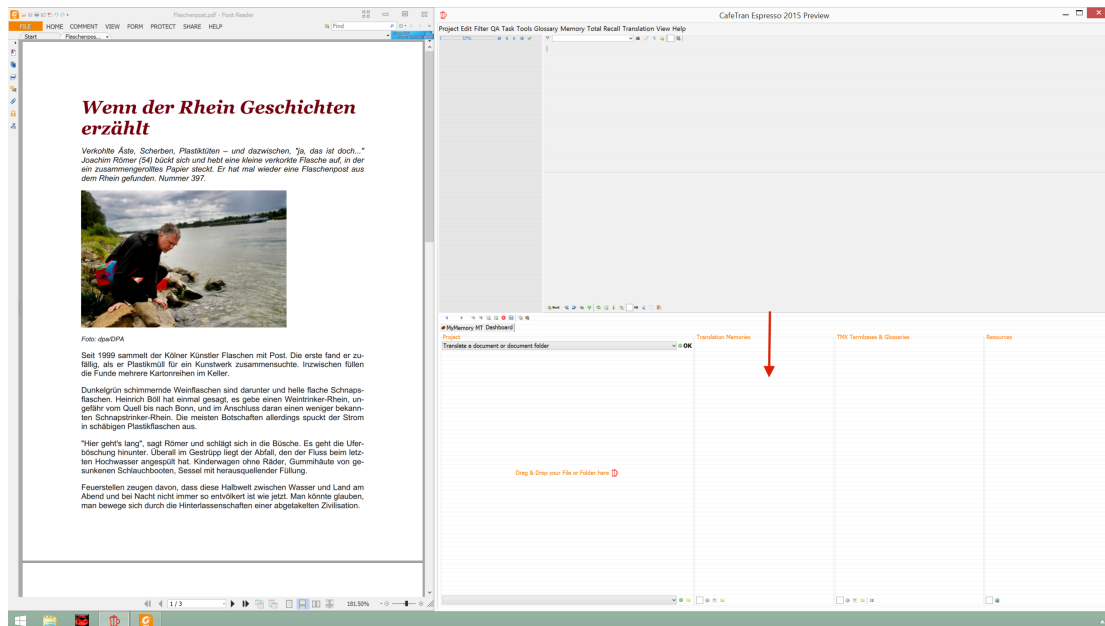
CafeTran will be opened in the top-left corner of your screen. You can drag and resize it to the location that you prefer:



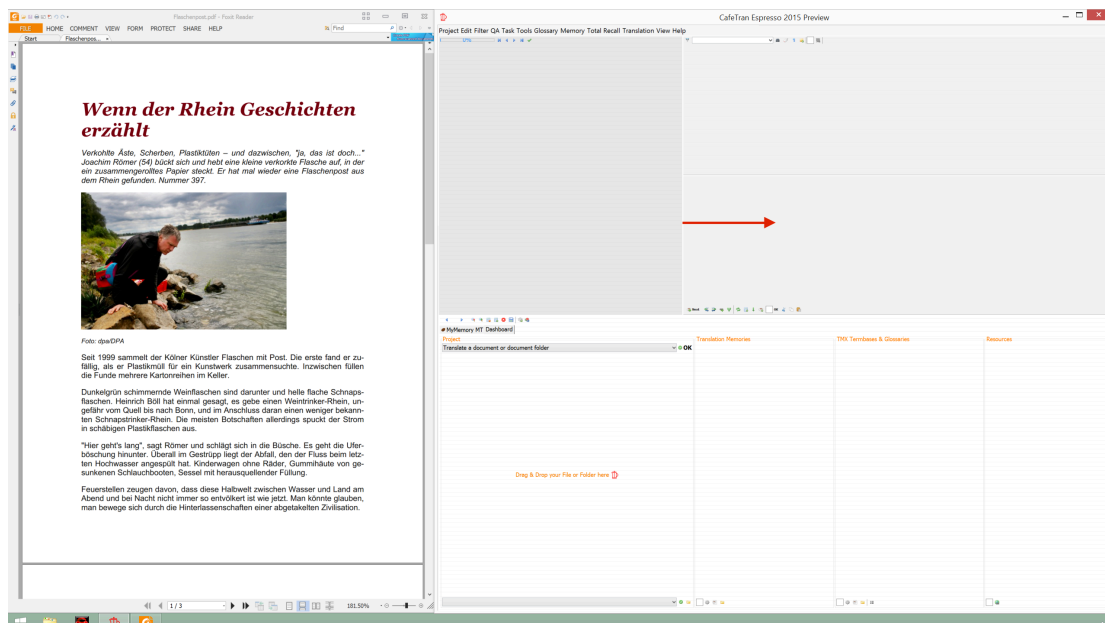
For instance here, at the right-hand side of a PDF viewer, showing your source document:



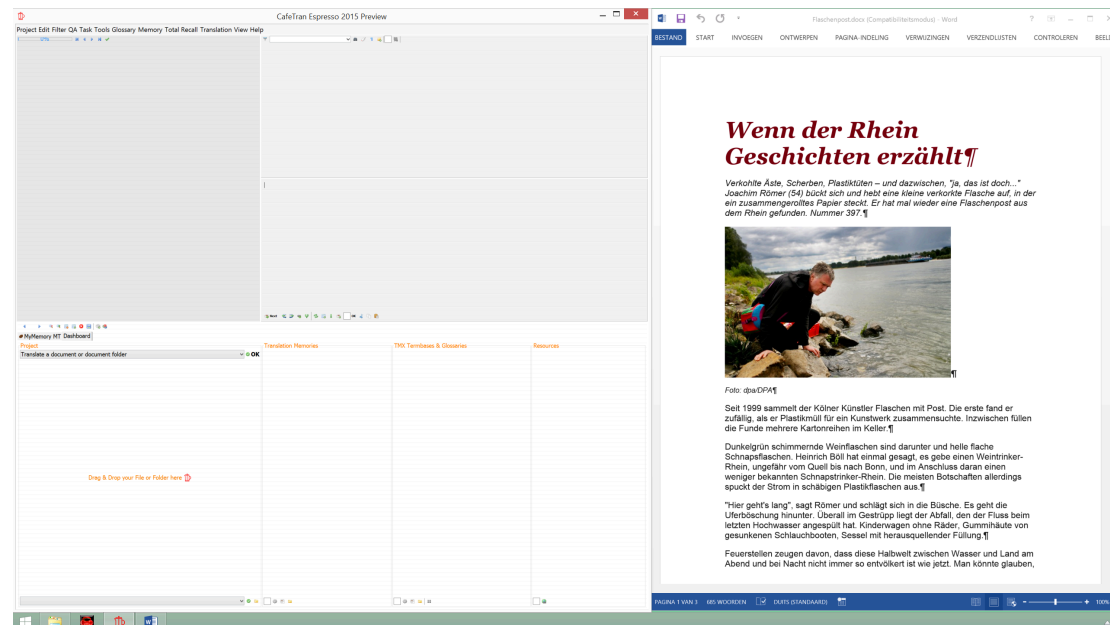
The lower, white part of the CafeTran application window is called the tabbed pane. You can adjust the height of tabbed pane by slowly hovering over the upper border of the pane until the cursor changes to a two-sided arrow. Now you can drag the border up or down:



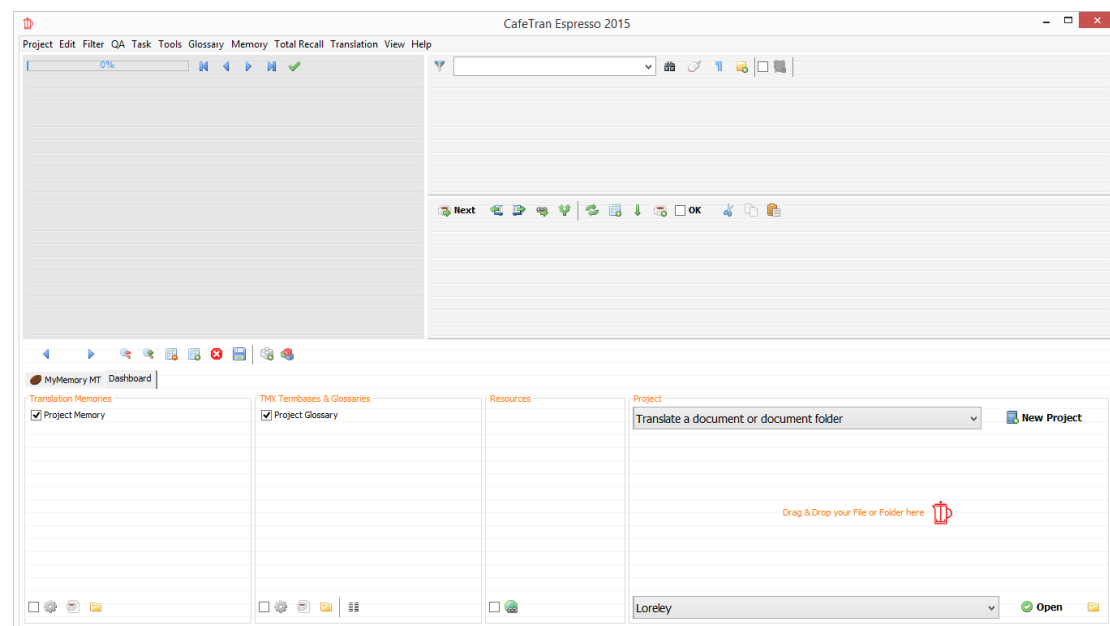
The dark grey pane at the top-left side of the CafeTran application window will show your source and target segments, that will be shown in a grid. You can adjust the width of this pane by slowly hovering over the right-hand border of the pane until the cursor changes to a two-sided arrow. Now you can drag the border to the left or right:



Perhaps you like to show your source document in Microsoft word. Your window layout could look like this:



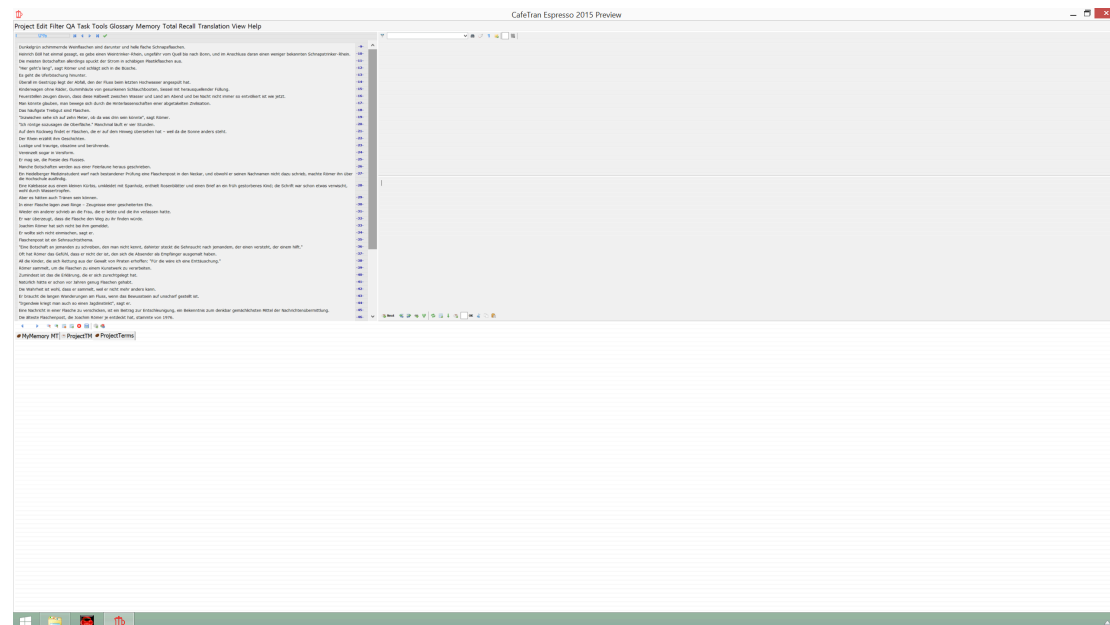
For the remainder of this tutorial we will maximise CafeTran to the full screen:



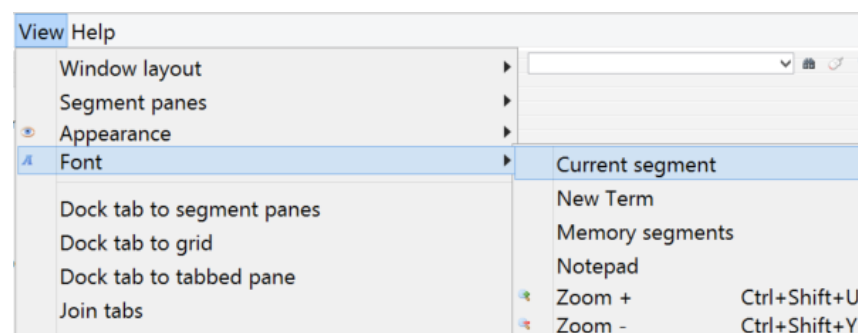
Next we will be learning the names and functions of the elements in the CafeTran application window.

Names and functions of the elements in the CafeTran application window

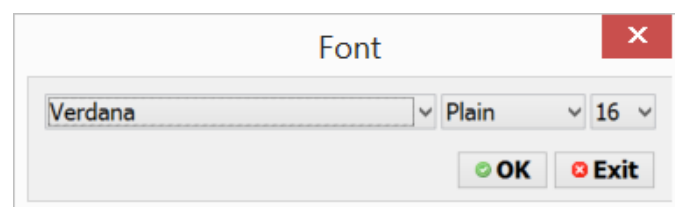
For the purpose of this description an example project was loaded:



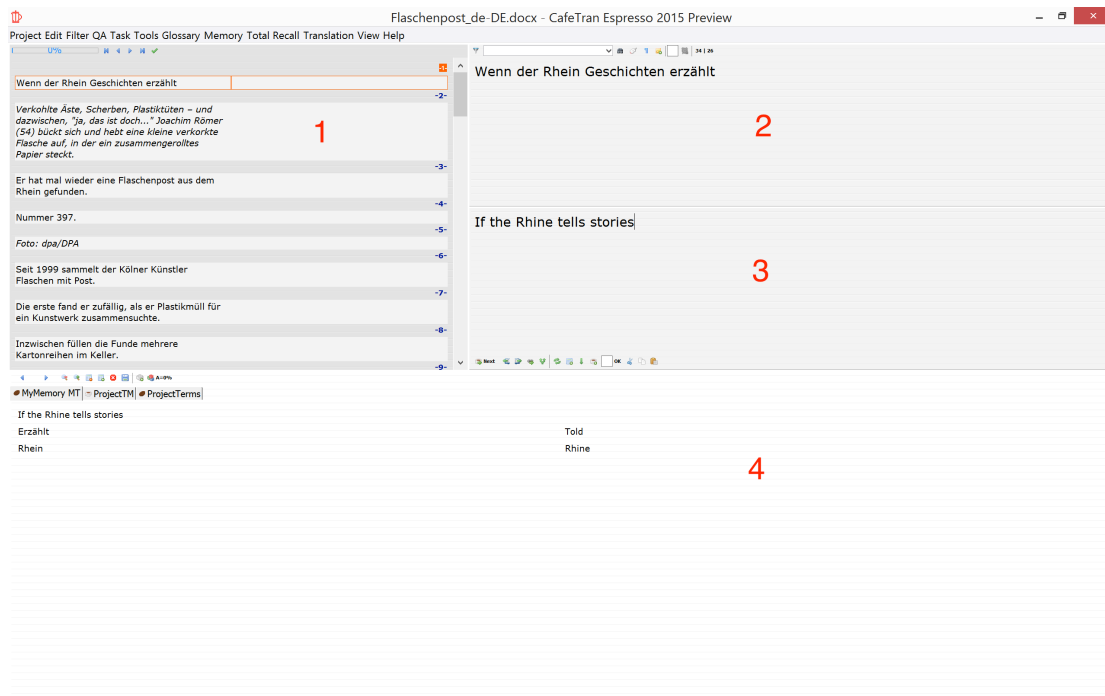
You can adjust the font size of the top-left pane (the grid) via *View > Font > Current segment*:



Select the optimal font size and click on *OK*:



Now we can have a look at the available elements in the application window:



Pane **1** shows the grid, containing all segment pairs of your translation project. The orange rectangle indicates the current (active) segment pair.

Pane **2** shows the source language part of the segment pair that is selected in the grid. This pane is called the source segment pane.

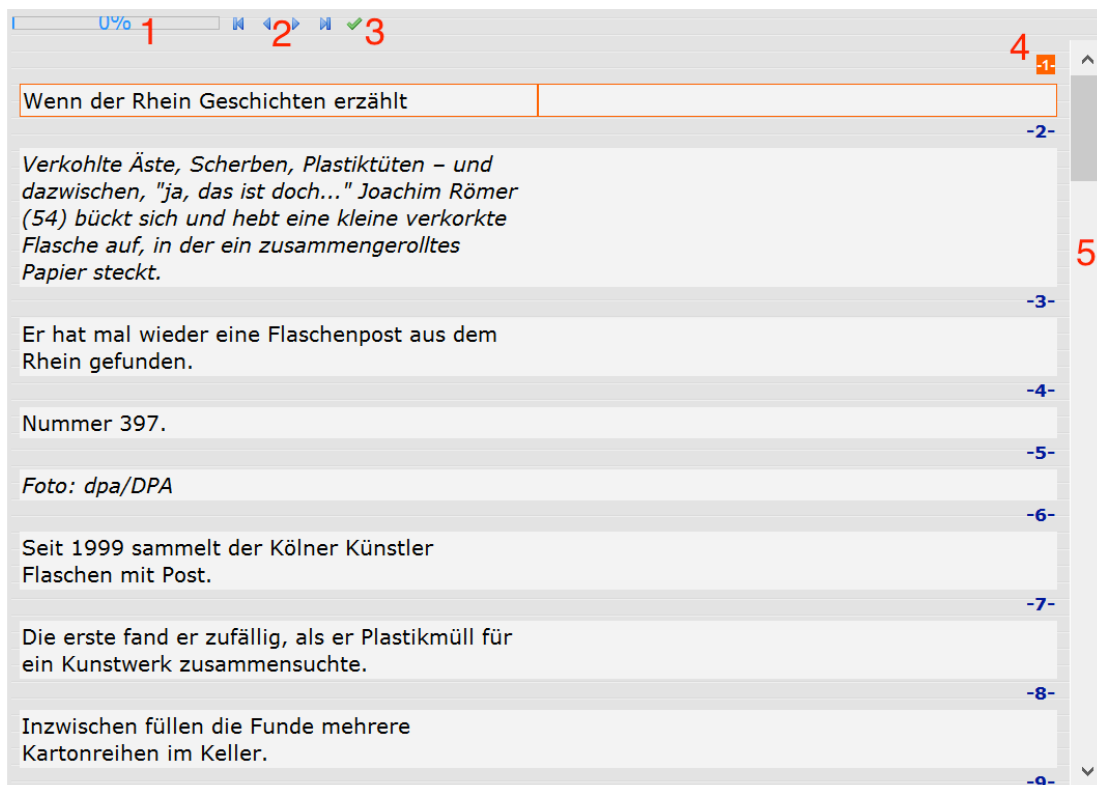
Pane **3** shows the target language part of the segment pair that is selected in the grid. This pane is called the target segment pane.

Pane **4** shows three tabs with resources, from right to left:

- The ProjectTerms tab
- The ProjectTM tab
- The MyMemory MT tab, that currently is active

We will deal with these resources later on.

Elements of the grid



Item **1** is the progress bar that symbolises how many segments you have translated in the project.

Item **2** are the segment navigation buttons. From left to right:

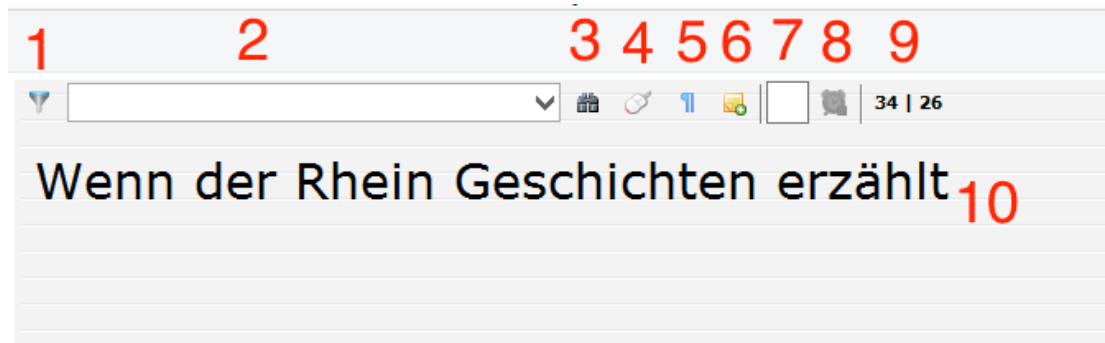
- Navigate to the first segment of the translation project
- Navigate to the next 50 segments
- Navigate to the previous 50 segments
- Navigate to the last segment of the translation project

Item **3** is a checkmark to export the translation project once you have finished translating.

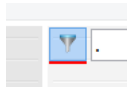
Item **4** is the number of the active (current) segment. You can click on any segment number to activate it.

Item **5** is the scroll bar for the grid: you can scroll 50 segments back and forth. When you want to navigate to segments with a higher or lower number, you have to click the middle buttons of item 2 first.

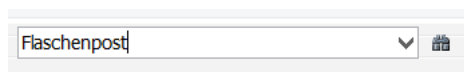
Elements of the source segment pane



Item **1** is filter icon. When a filter is active, the icon will be red underlined:



Item **2** is the *Quick find box* and the item **3** (the binoculars) is the find button:



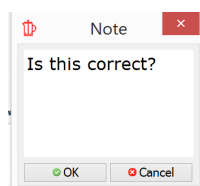
Text that is entered in the *Quick find box* will be searched in the active *Default scope*. Available scopes are: Project Source Segments, Project Target Segments, Memory Source Segments etc. We will deal with these later on.

Please note that you can also enter a segment number in the *Quick find box* to directly jump to a certain segment.

Item **4** allows you to record or list selected words.

Item **5** toggles the display of hidden characters like spaces, tabs and line breaks.

Item **6** adds a note to the active segment. You can enter a comment, questions or any other note in the text field of the *Note* dialogue box:



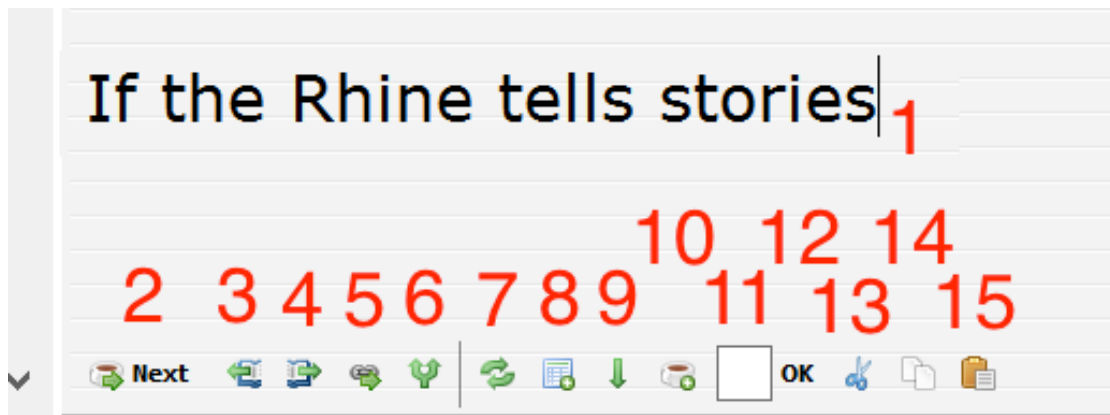
Item **7** switches the segment timer on or off.

Item **8** stops the segment timer.

Item **9** is displayed as soon as a character is inserted in the target segment pane. The first number indicates the length of the source segment; the second is the length of the target.

Item **10** is the source segment itself.

Elements of the target segment pane



The Target segment pane is where you enter your translation of the text in the Source segment pane.

CafeTran offers many advanced features for working and navigating in the Target segment pane.

Below the Target segment pane, you will find the following buttons and one check box (from left to right):

Next: Click this button to start translating and to navigate to the next segment while adding the translation of the current segment to the Translation Memory.

Previous segment: Click this button to navigate to the previous segment of the source document.

Add current segment to memory: Click this button to add the current segment to the translation memory and proceed to the next segment of the source document.

Next segment: Click this button to navigate to the next segment of the source document.

Chain: Click this button to join the content of the current segment with the content of the next segment. Note that joining is not possible in projects that consist of files created with other CAT tools.

Fork button Place the cursor at a position in the source segment pane and click this button to let CafeTran split the source segment content at that particular position. Note that splitting is not possible in projects that consist of files created with other CAT tools.

Translate segment: (also accessible via *Translation > Translate segment* or *Alt+Enter*) When moving to the next segment, CafeTran automatically searches all connected resources for matches with your source text. 'Translate segment' allows you to repeat this search, but then for a selection in the source segment.

Add term to database or glossary: Click this button to open the *New Glossary Entry* dialog.

Green arrow down Select text in the source segment pane and click this button to transfer the selected text to the target segment pane. If no selection is active the complete content of the source segment pane will be transferred to the target segment pane.

Add term to memory: Select text in both the source and target segment pane and click this button to add the selected text to the translation memory. If no selection is active the complete content of the source and target segment pane will be added to the TM.

OK check box: Click this button to mark the current segment as checked. This can be used for filtering.