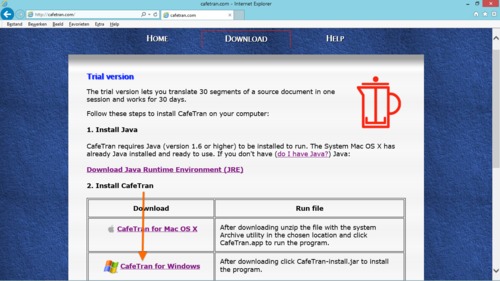
CafeTran Tutorial for Beginners

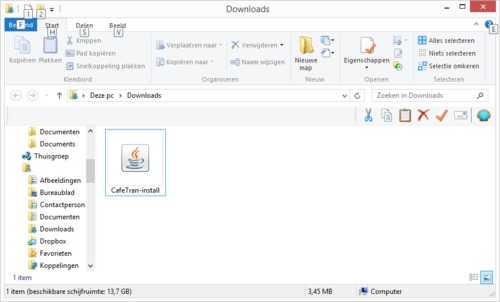
[Start here](http://cafetran.wikidot.com/start) » CafeTran Tutorial for Beginners

[Click here to download this tutorial as a PDF file.](http://cafetran.wikidot.com/local--files/cafetran-tutorial-for-beginners/ct.pdf)

* Navigate to [www.CafeTran.com](http://www.cafetran.com/) and download [CafeTran for Windows](http://www.cafetran.republika.pl/CafeTran-install.jar):

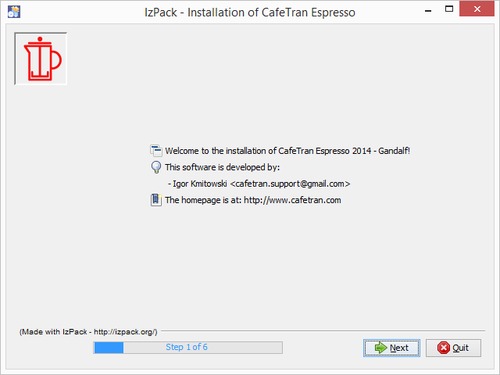
[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/install-ct.png)

* Open the *Downloads* folder and double-click on *CafeTran-install*:

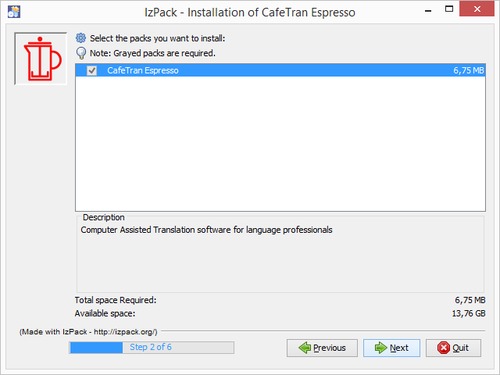
[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/01.png)

**PLEASE NOTE:** If the icon of CafeTran-install doesn't look like a blue coffee cup with orange steam above it, it is very likely that Java isn't installed on your computer. Quit this tutorial and navigate to *Start* > [Do you have Java installed?](http://cafetran.wikidot.com/#java-check)

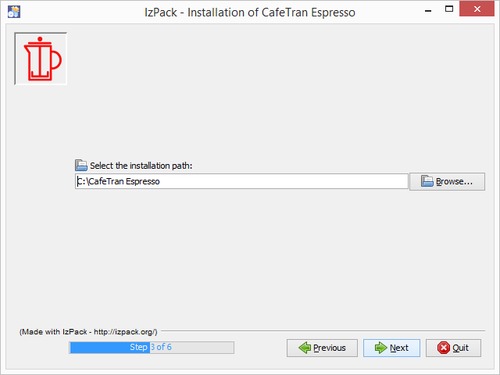
If Java is already installed on your computer, double-clicking CafeTran-install will start the Installation of CafeTran Espresso:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/02.png)

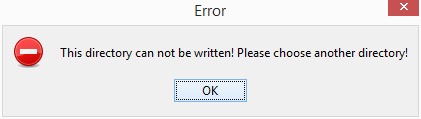
* Click on *Next* to proceed to Step 2:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/03.png)

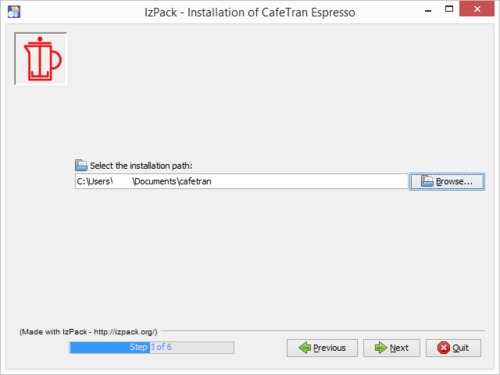
* Click on *Next* to proceed to Step 3:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/04.png)

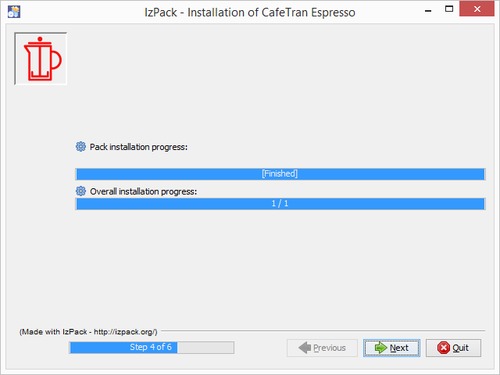
If you get this warning:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/05.png)

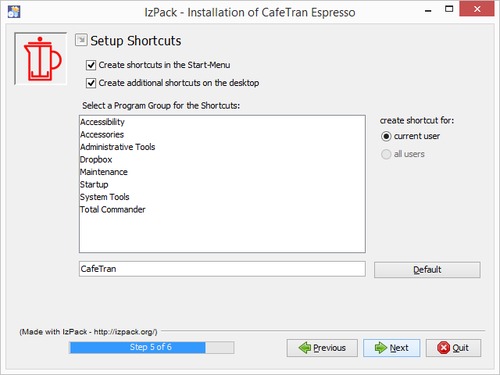
then you will have to change the installation path, e.g. to a path inside your *Documents* folder:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/06.png)

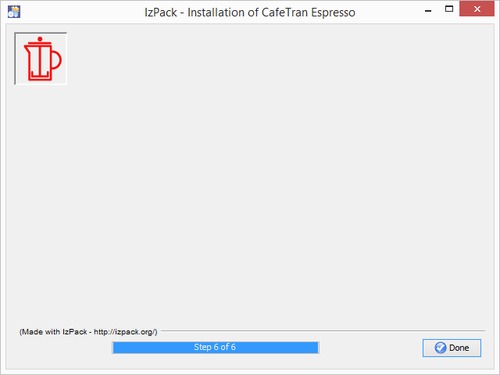
* Click on *Next* to proceed to Step 4:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/08.png)

* Click on *Next* to proceed to Step 5:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/09.png)

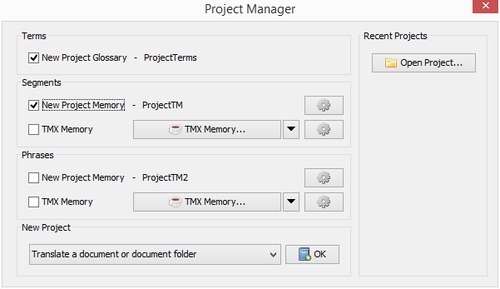
* Click on *Next* to proceed to Step 6:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/10.png)

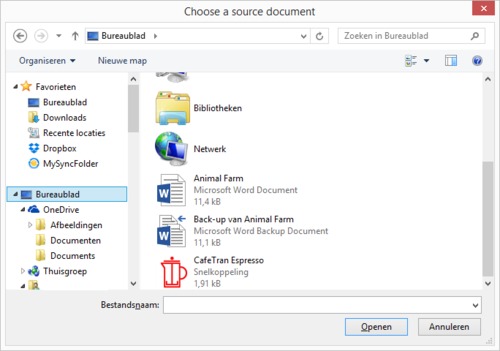
* Download the example document [Animal Farm.DOCX](http://cafetran.wikidot.com/local--files/windows-8-cafetran-set-up-and-quick-start/Animal%20Farm.docx)
* Open the document in Microsoft Word to have a look at it:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/11.png)

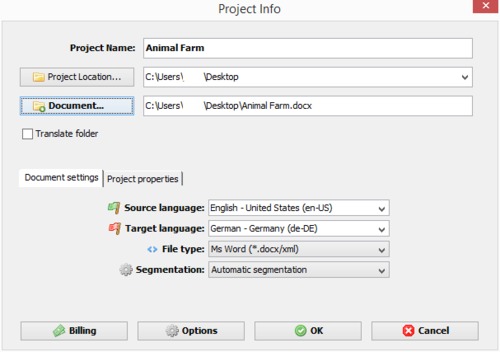
* Close Microsoft Word.
* Start CafeTran.
* In the *Project Manageer* tick *New Project Glossary* and *New Project Memory*:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/12.png)

* Click on the *OK* button.
* Navigate to the location where you have saved the document *Animal Farm.DOCX*:

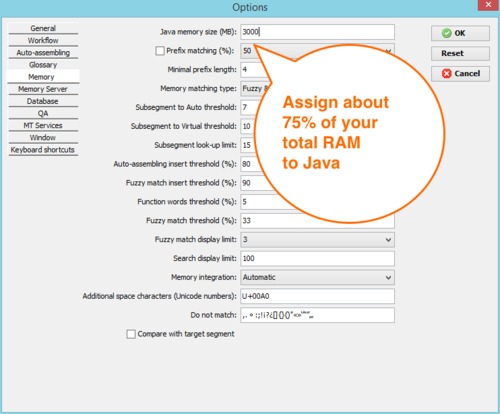
[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/13.png)

* Click on the document *Animal Farm.DOCX* to load it into the *Document…* field of the *Project Info* dialogue box.
* Type a *Project Name*.
* Set the *Project Location…* field to the location where you want to save your CafeTran project.
* Adjust the *Target language* to your preferred target language or leave it as is.
* Click on the *OK* button.

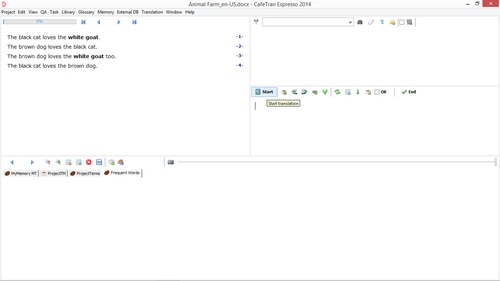
[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/14.png)

**TIP:** Now is as good as any moment to assign more RAM memory to CafeTran. Depending on [whether you have a Windows 64-bit version and more than 4 GB RAM installed](http://cafetran.wdfiles.com/local--files/start/4.png), you can assign more RAM to CafeTran:

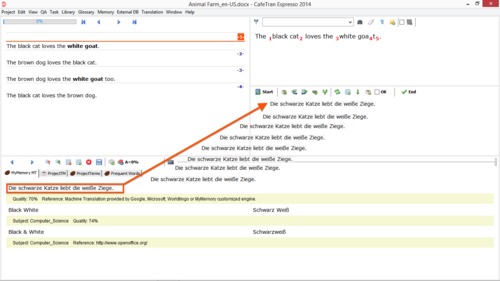
* Navigate to *Edit* > *Options* > *Memory*.
* In the *Java memory size (MB)* field you increase the amount of RAM memory available to Java.
* Click on the *OK* button.

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/RAM.png)

* Click on the Start button to start the translation project:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/15.png)

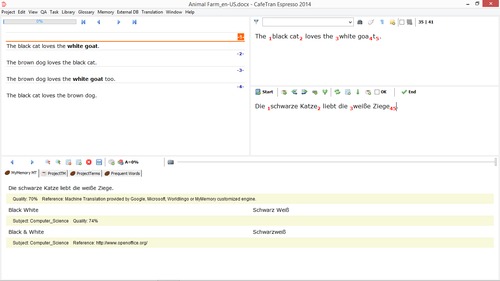
* Click the left mouse button and drag over the proposed translation in the *MyMemory MT* tab, to insert it into the target segment box:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/16.png)

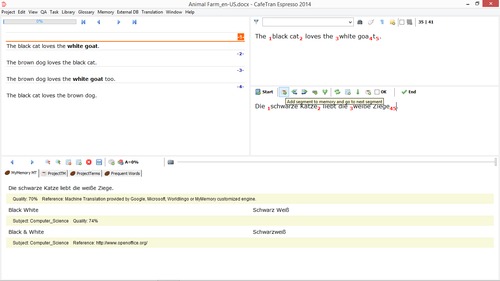
* Press the Control key, click the left mouse button and drag over the last part of ‘schwarze’ and the first part of ‘Katze’:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/xy.png)

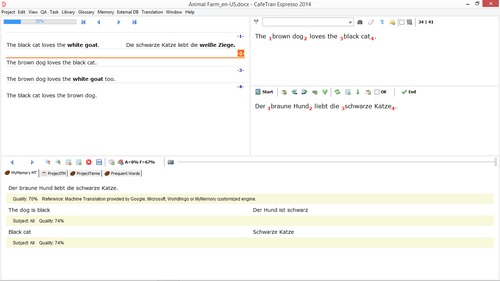
* Release the left mouse button: CafeTran will surround the words ‘schwarze Katze’ with two red numbers in subscript. These numbers are called ‘tags’ and indicate a formatting change.
* Repeat this for ‘weiße Ziege’.
* Now, position the text cursor after the red 4 and before the full stop.
* Type ‘5’ and press the *Escape* key to insert tag number **5**.

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/18.png)

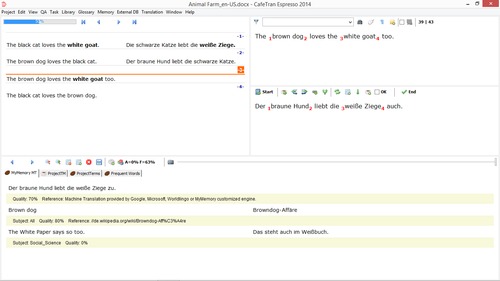
* Click on the second item on the button bar in the target segment box (the white coffee cup with the green arrow ➜) to proceed to the next segment:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/19.png)

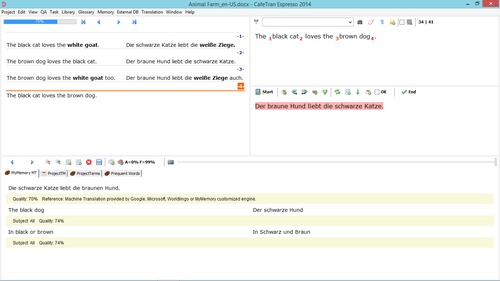
* Transfer the result from the *MyMemory MT* tab if you like it, adjust it where necessary, insert the tags where needed:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/20.png)

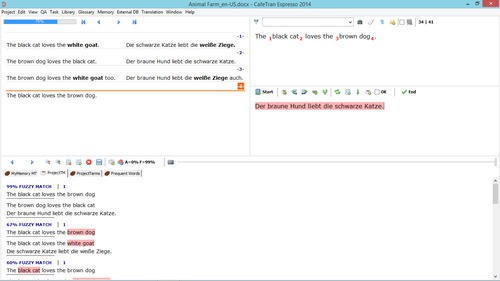
* Click on the white coffee cup with the green arrow ➜.
* Translate the third segment:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/21.png)

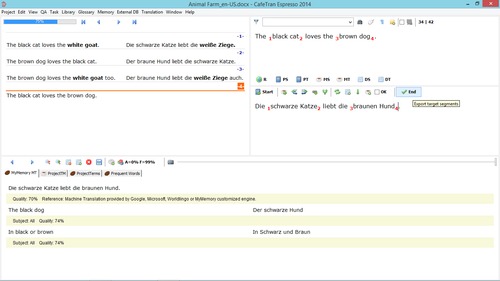
* Click on the white coffee cup with the green arrow ➜.
* Note that a translation (with a red background) is already inserted automatically:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/22.png)

* Click on the *ProjectTM* tab to see where this translation came from.
* Note that the automatically inserted translation comes from the project translation memory (ProjectTM) that you've created for this project (by ticking the *New Project Memory - ProjectTM* checkbox in the *Project Manager*).
* Also note that the fuzzy matching rate is 99 % because of the different word order (subject and object are switched):

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/23.png)

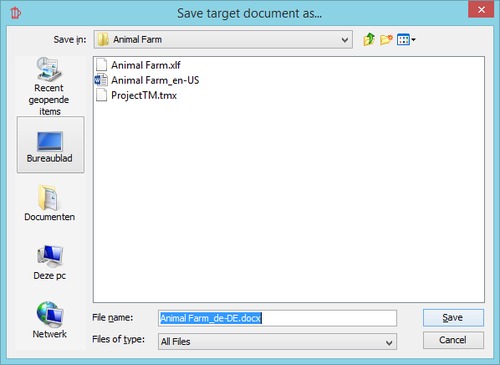
* Translate the last segment.
* Insert the tags.
* Click on the last item on the button bar in the target segment box with the green checkmark ✔ to end the translation project:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/24.png)

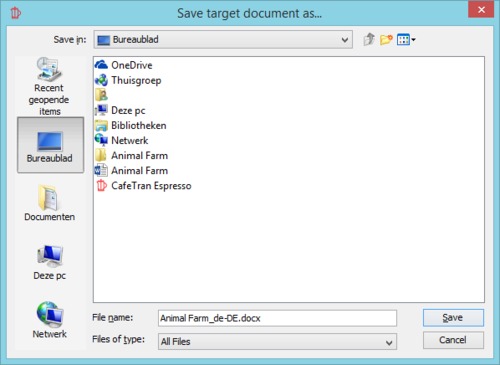
* Click on the *Export current document* button:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/25.png)

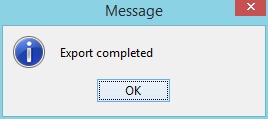
* In the *Save target document as…* dialogue box click on the icon that represents your Desktop to navigate to your Desktop:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/26.png)

* The items that are already present on your Desktop are displayed.
* Click on the *Save* button:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/27.png)

* A confirmation is displayed:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/28.png)

* Open your translation in Microsoft Word and have a look at it:

[](http://cafetran.wdfiles.com/local--files/cafetran-tutorial-for-beginners/29.png)

Continu with the [second project](http://cafetran.wikidot.com/adding-glossary-terms) to learn how to add glossary items.