Trados Bookmark Handler

C:\Program Files\SDL International\T2006\TT\Templates
You use the Bookmark Handler when the file has field codes and cross references.

To open Bookmark Handler, open Word and go to:
Tools
Templates and addins
tick TRADOS Bookmark handler.dot

A new icon will now appear on the tool bar in Word. It looks something like this]![
Click on the new icon
Select Internal
Select Prepare bookmarks
Select your source file
Click Open

The bookmark handler saves a new copy of the file in a new subfolder with the words "prep" added in front of the original file name.

You may also lock the field codes for extra security:
open the resulting "prep" file, select All and press Ctrl + F11. That's it. Then BEFORE you run the bookmark handler on the finalised translated document, make sure to select all and press Ctrl + Shift+F11 to unlock the field codes again, as they cannot otherwise be updated.

Translate the file

Clean the file

Reverse the process. Open the bookmark handler and select Internal and Restore bookmarks. Select your file. The new file with restored bookmarks will appear in the same subfolder, now with "rest" in front of the file name.

To update all field codes:
Open the file
Select all
Click F9
Select update whole table

Lock or unlock a field

Do one of the following:

- To lock a <u>field</u> and prevent changes to the current <u>field results</u>, click the field, and then press CTRL+F11.
- To unlock a field and allow updates, click the field, and then press CTRL+SHIFT+F11.