

# Tag Editor settings for tagged DTP files

## Introduction

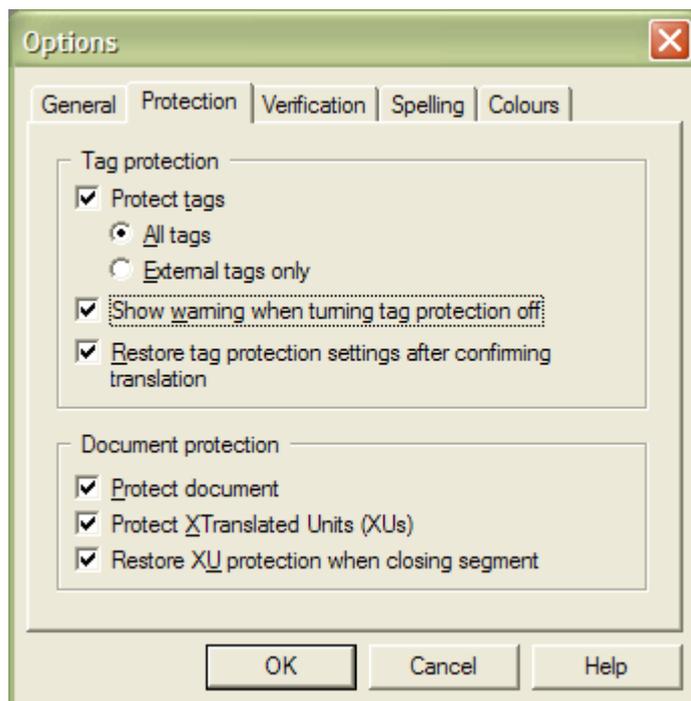
Tagged DTP files are RTF files converted from FrameMaker or PageMaker files that contain translatable text in black plus non-translatable red or grey tags. The tags are essential to the structure of the DTP document, so you must ensure that the tags are the same in the target text as they were in the source text. The best way to do this is to translate the files in Tag Editor, which provides segment-by-segment checking of tag consistency, as well as a spell-checking function.

Tag Editor version 5 should always be used, as previous versions are unreliable.

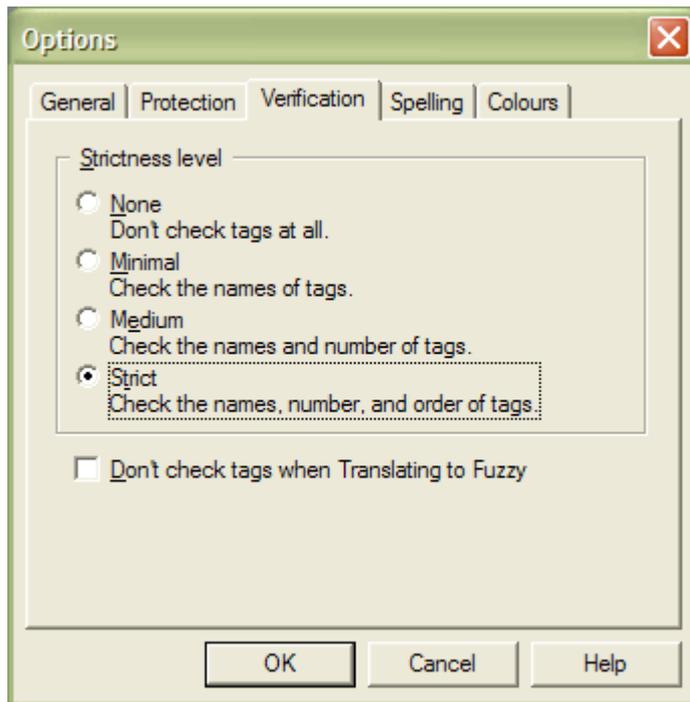
These instructions can also be found on a hidden page at our website: <http://www.sandbergtranslations.com/translators/tagedit.html>

## Tag Editor settings

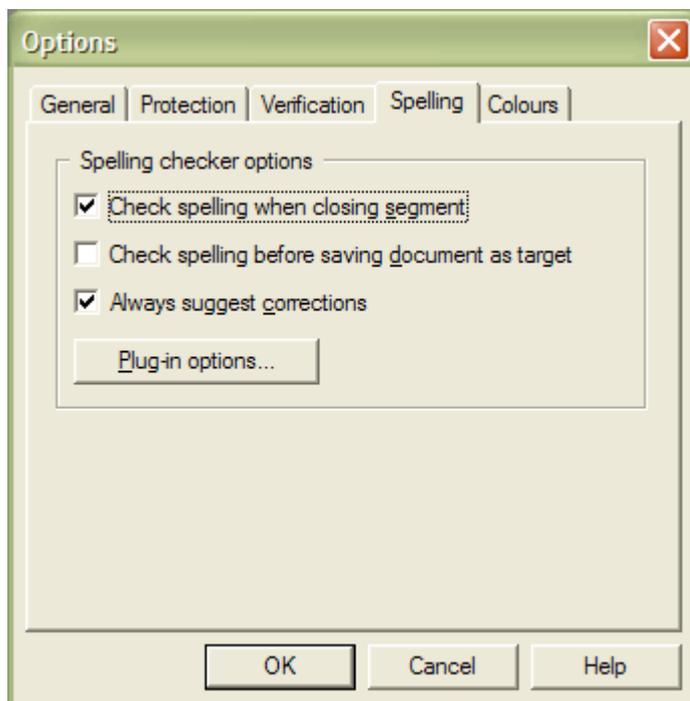
Check the following settings are correct before starting any project (to get the following dialog box, click on Tools > Options and then the relevant tab):



These settings prevent accidental changes to tags during translation. If you need to delete tags from the target segment, you have to click the padlock icon in the toolbar to temporarily unprotect the tags.



These settings ensure that tags in the target segment correspond exactly to those in the source segment. If any changes are made, you will get a warning when you try to close the segment.

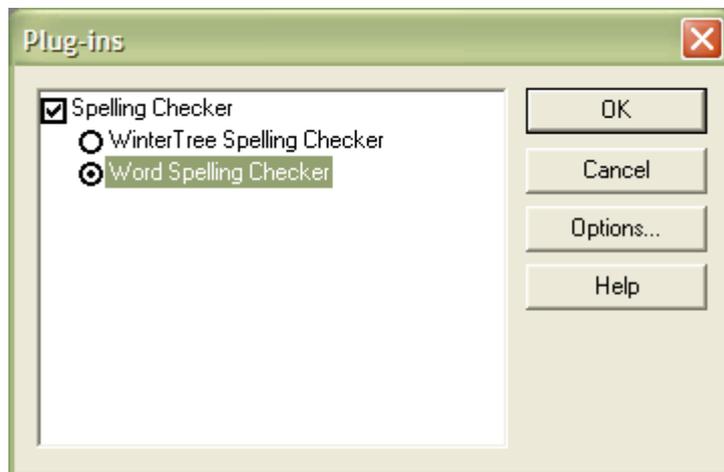


These settings make Tag Editor check the spelling of each segment as you close it. This tab is only visible if you have enabled the spell-checking plug-in (see the next section for details on how to do this).

## Activating the Spell-Checker

In Tag Editor 5, you have the choice of using the built-in Wintertree spell-checker or the Microsoft Word spell-checker. The former is a cheap and cheerful tool that has a few bugs but is quick. The latter is superior in terms of functionality and reliability so should be used provided that it does not slow your computer down too much.

To enable the spell-checker, click on Tools > Plug-ins... and select the following settings:



If you select the Wintertree spell-checker, you can click on Options... to specify detailed settings. If you select the Word spell-checker, there are no further options available.

## What's With All The Tags?

As mentioned above, there are two types of tag, grey external tags and red internal tags.

External tags relate to the structure of the original DTP document, including information such as page numbering and paragraph formatting. Because they are vital for structure, they should never be moved, changed or deleted. They are called 'external' because they are never included in Trados translation segments and because of this, you can safely ignore them.

Internal tags include features such as cross-references, index markers and special hyphenation instructions. They are called 'internal' because they may appear inside Trados translation segments, so you have to be very careful with them. As a rule, you should ensure that tags appearing in the source segment during translation are transferred to the target segment in exactly the same position. The easiest way to ensure this is to use the 'Copy Source' function in Trados, and then typing over the text around the tags in the target segment.

## Tags To Note

### Markers

page  
 tr  
 ps pn crmk Importing DXF images imk fc imk fc  
 imk  
 ie DXF images  
 imk  
 imk  
 ie Importing images  
 il DXF  
 imk  
 imk ~~symed advanced importing dxf images~~

Some types of marker can be placed right in the middle of words. Markers are tags containing the code 'mk'. Provided they are in roughly the same place in the translated segment, they can be placed wherever you like. In the example on the left, this marker could have been placed anywhere inside the phrase 'Importing DXF images'. Take care not to leave these markers out, as it will generate an error.

## Special Text Codes

ported file formats are ~~cs~~  
 d in the sym~~dh~~bol file, ar

Hyphenation codes in the middle of words should generally be deleted, unless there is a good reason to retain them in the target text. Common tags include 'dh' for a discretionary hyphen, 'hs' for a hard space, and 'nh' for no hyphen. See the Trados Specialist Guide for more details if you are unsure. Note that you will have to turn off tag protection to delete these tags, and only do so if you are absolutely certain.

## Cross References

ps Places the selected object(s) on  
 or dragging.  
 ps See also ~~xr~~ for information on se  
 ct  
 row

Cross references should simply be placed in the correct place in the translated segment. When the files are put back into the DTP format, the 'xr' tags are converted back into a

text format reading something like 'Chapter 3 on page 45'. The actual text of the cross references is translated in the ancillary file.