Top Trados Tips

Here are some of our tips and preferences when working with Trados:

- Always send the translated file back in the same format as the source file you received.

- Don't change the file name – this may seem like a helpful thing to do, but it isn't.

- Maintain the same language pair as the TM.
  If you don't know the language pair/don't have a TM, check with your PM. We mostly use British English, but some of our clients do use US English.

- Please don't confirm segments – leave this for your Project Manager to do in the QA stage of the project.

- If you have Trados Studio 2011 or 2014, please use Tracked Changes. To do this, open the file for review, and simply begin typing. It will automatically track your changes. Once complete, please do not accept them, but leave this for your Project Manager to do.
  Watch this [youtube video](#) if you need more help.

- If you have previously worked for a particular client of ours, please override that TM with the updated .tmx files we send you.
  This is important because everything we send to clients is proofread, and even if you translated something, the final version we sent to the client may be different.