

Příkazy a jejich klávesové zkratky k použití při překladu a jeho editaci.

https://wiki.memsource.com/wiki/Memsource_Editor_User_Manual#Editor_Commands

Ve dvojicích si projděte jednotlivé příkazy. Žlutou zaznačte ty, které Vám přijdou důležité, šedou ty, kterým nerozumíte. Případně se kdykoli ptejte.

Keyboard Shortcuts

A complete list of keyboard shortcuts in Memsource Editor is available here: [Keyboard Shortcuts page](#)

Editor Commands

Editor commands can be launched either from the menu, quick access buttons at the top of the application or keyboard shortcuts.

Edit

Confirm (Ctrl+Enter)

- Confirms segment as translated and saves it into TM

Unconfirm (Ctrl+Shift+Enter)

- Unconfirms a segment

Copy Source to Target (Ctrl+Insert or Cmd+Shift+I on Mac)

- Copies text in the source segment to the target segment and also works for any selection of the source text

Delete Target (Ctrl+D)

- Deletes text in target segment

Insert Tag (F8)

- Insert tags; when inserting {1>paired tags<1}, first select the text to get enclosed in tags and only then hit the **Insert Tag** command. In this way both tags will be inserted at once around the selected text.

Insert All Tags (Ctrl+Shift+F8)

- Insert all tags from the source segment at the cursor position in the target segment.

Create Custom Tag (Alt+F8)

- Creates an arbitrary unpaired tag in target (supported for XLIFF, HTML and XML source files), to edit press F2 first.

Create Custom Paired Tag (Alt+Shift+F8)

- Creates an arbitrary paired tag in target (supported for XLIFF, HTML and XML source files), to edit press F2 first.

Expand Tags (Ctrl+Shift+T)

- Expands tags and displays tag content (supported for XLIFF, HTML and XML source files)

Remove All Tags (Ctrl+F8)

- Remove all tags from the target

Toggle Case (Shift+F3)

- Toggles upper case to lower case and vice versa

Insert symbol

Insert Non-breaking Space (Ctrl+Shift+Space)

- Inserts a non-breaking space

Insert Non-breaking Hyphen

- Inserts a non-breaking Hyphen

Insert New Line (Shift+Enter)

- Inserts a line break

Undo (Ctrl+Z)

- Undo last action

Redo (Ctrl+Y)

- Redo last action

Split Segment (Ctrl+E)

- Splits a segment in two, the cursor has to be in the **source** segment to split

Join Segment (Ctrl+J)

- Joins the selected segment with the segment below

Lock/Unlock Segment (Ctrl+L)

- Locks or unlocks the selected segment

Repetition Exception

- Marks a repetition as a [repetition exception](#)

Select All Segments (Ctrl+Shift+A)

- Selects all segments

CAT Results Move Up (Ctrl+ArrowUp or Cmd+Up on Mac)

- Moves the cursor up to the next result in the CAT pane

CAT Results Move Down (Ctrl+ArrowDown or Cmd+Down on Mac)

- Moves the cursor down to the next result in the CAT pane

CAT Results Insert (Ctrl+Space or Cmd+Ctrl+Space on Mac)

- Inserts the selected TM or TB match in the appropriate segment

CAT Results Insert from

- E.g. Ctrl+1 to insert match no. 1 in the appropriate segment

Move to First Segment (Ctrl+Home)

- Moves the cursor to the first segment

Move to Last Segment (Ctrl+End)

- Moves the cursor to the last segment

Toggle Cursor Source/Target (Ctrl+Tab)

- Moves cursor between source and target

Edit Source (F2)

- Press to edit the source text (e.g. where a typing error needs to be corrected)

Edit Comment (Ctrl+M)

- Press to edit comment

Tools

Find (Ctrl+F)

- Opens the [Find](#) window

Find/Replace (Ctrl+H)

- Opens the [Find & Replace](#) window

Find Next (F3)

- Finds next

Find Previous (Alt+F3)

- Finds previous

Filter (Ctrl+Shift+F)

- Filters segments with the selected text

Add Term (CTRL+T (ALT+T))

- Adds the selected text to a term base (hit Enter to save the new terms, hit Esc to close the new term window)

Search* TM/TB (CTRL+K)

- Searches the project translation memories and term bases for the selected word or phrase using [wildcard search](#)

Search TM/TB (CTRL+SHIFT+K)

- Searches the project translation memories and term bases for the selected word or phrase using exact search (in quotes)

Spellcheck (F7)

- Launches spellchecker

Run QA (F9)

- Launches Quality Assurance Check

Context Note (Atl + N)

- show/hide Context Note window at the bottom of the Editor.

Preview (Offers real-time preview of the translated segment. Available only for specific file formats: Microsoft Word, HTML, XML with XSL template and DITA.)

- Disable
- Source
- Target

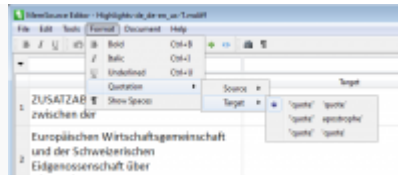
Go to Segment (CTRL+G)

- Jumps to segment with specified number

Preferences

- Opens [Preferences](#) window

Format



Quotation settings

Bold

- Ctrl+B

Italic

- Ctrl+I

Underline

- Ctrl+U

Subscript

- Ctrl+-

Superscript

- Ctrl+Shift+-

Quotation

- Select [quotation settings](#)

Show spaces

- Toggle to display hidden characters (such as space, non-break space, new line)

Document

View Original

- Opens the original (source) file

Preview Translation

- Opens the translated (target) file

Upload to Server

- Uploads all translated (confirmed and unconfirmed) segments to server; only confirmed segments are saved to the translation memory

Export to Bilingual DOCX

- Converts an MXLIFF file to a bilingual DOCX file

Import from Bilingual DOCX

- Converts a DOCX file to a bilingual MXLIFF file