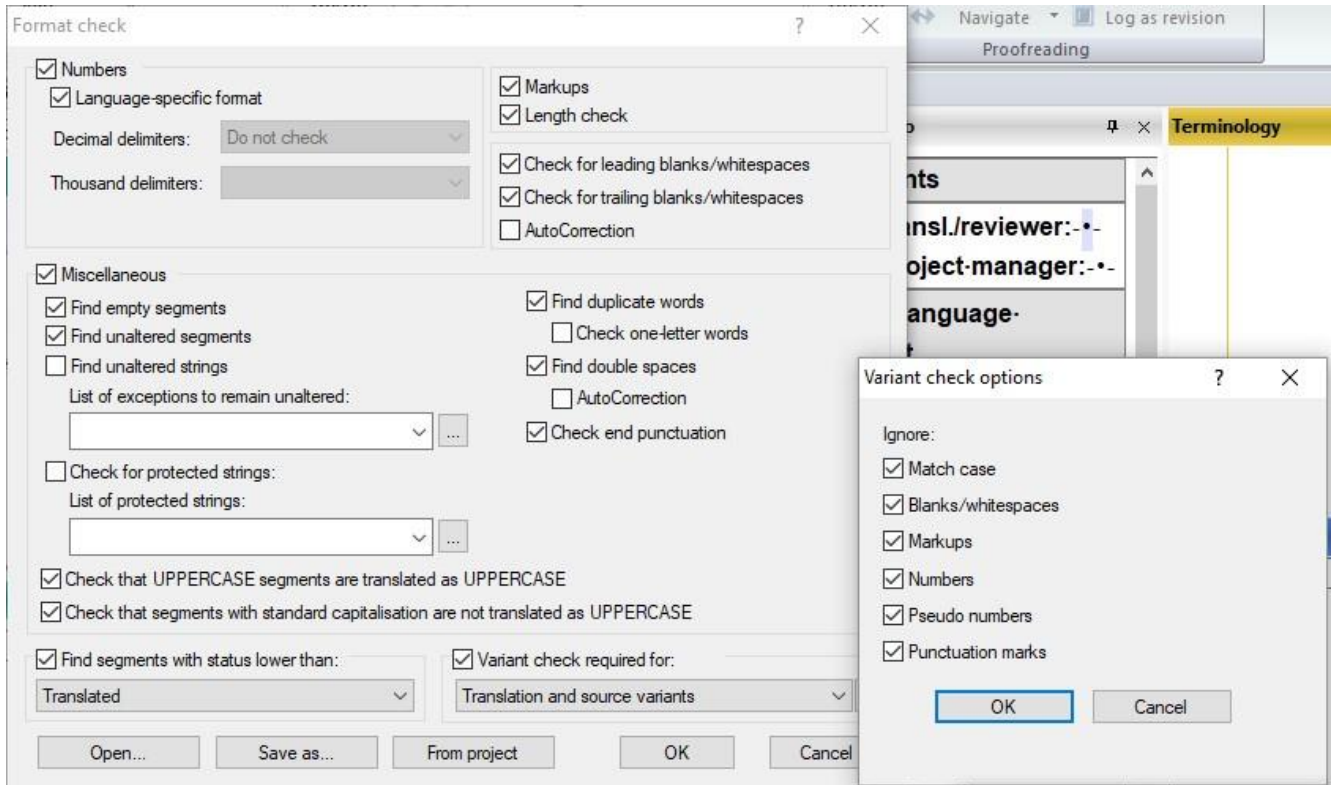


Format Checks – Instructions

Unless specified otherwise by the Project Manager,

- ✓ Before all deliveries in TPF format, the options below must be selected as a minimum during the Format Check:



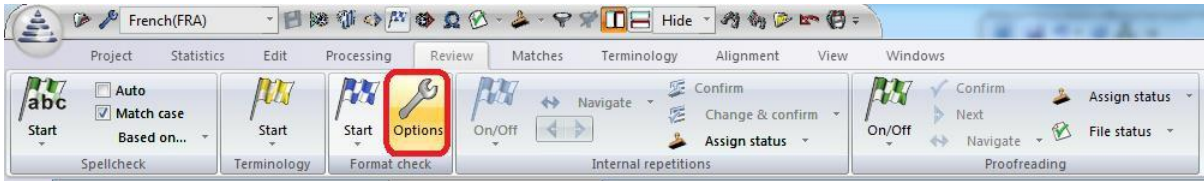
- ✓ If errors are found during the Format Check, these must be corrected before delivery of the TPF.
- ✓ If errors found during the Format Check are “false positive” (including variants), these must be marked as “ignored” before delivery of the TPF.

Continue reading for details on ...

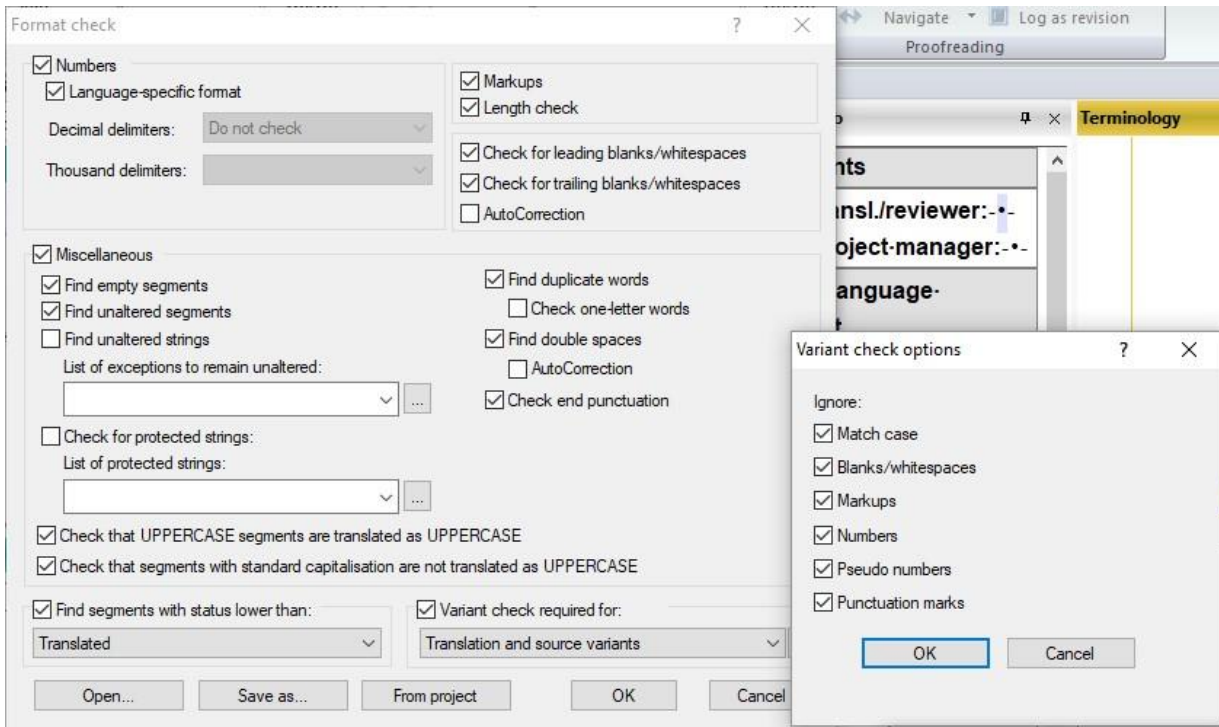
- ▲ [How to save our STAR Dublin standard Checks](#)
- ▲ [How to start the Format Check](#)
- ▲ [How to run the Format Check and ignore errors that are false positive](#)
- ▲ [Before delivery of the TPF to the Project Manager, make sure...](#)

▲ How to save our STAR Dublin standard Checks

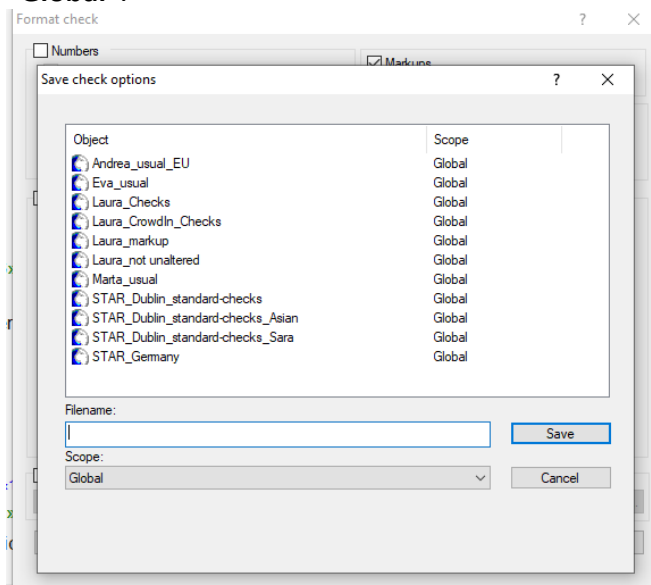
1. Go to **Review > Format check > Options**.



2. Select the parameters as shown in the screenshot below. In order to ensure full control of your changes, **do not activate** “Auto Correction” for any of the checks.



3. Click **“Save as...”**.
4. In Filename, write **“STAR_Dublin_standard-checks”**. You can leave the Scope under **“Global”**.



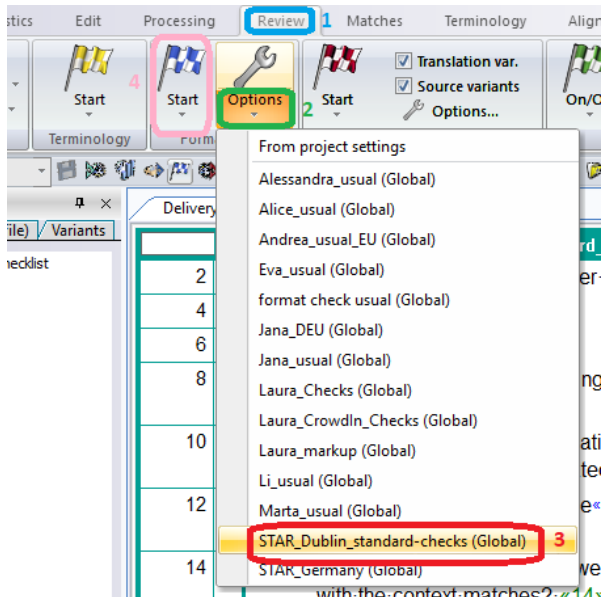
5. Click **“Save”**.

Our standard Format check settings are now saved and available to you when using Transit.

▲ How to start the Format Check

After you have finalised your translation or proofreading task, make sure:

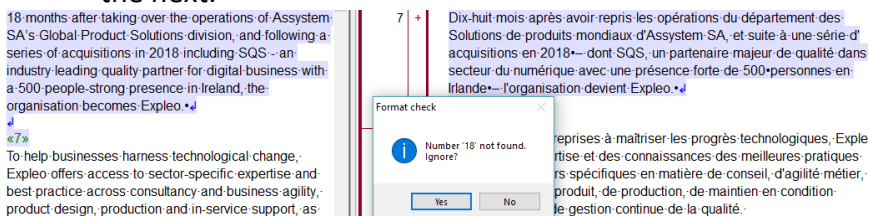
- ✓ All language pairs are open, switch-off any filter (**View > Segment Filter > Switch off**), run the markup assignment, terminology and spell check.
- ✓ Once the above is done, you are ready to start the Format Check. Go to **Review (1)**, in the tab “**Format check**” click on the **Arrow** of “**Options**” **(2)**, select **STAR_Dublin_standard-checks (3)** and click “**Start**” **(4)**.



▲ How to run the Format Check and ignore errors that are false positive

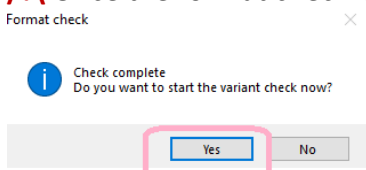
Format Check:

1. If the error found is a mistake, make sure you do not ignore it; fix it and continue the format check (**Review > Format check > Start > From Cursor**).
2. If the error found is not a mistake, follow the instructions onscreen to “ignore” and go to the next.



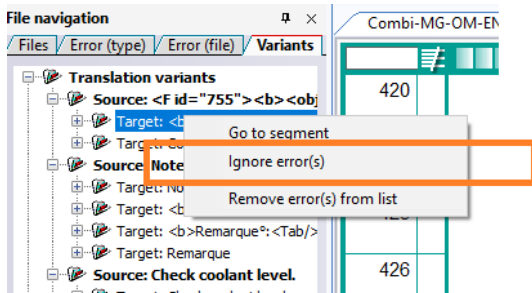
Note: You can bulk ignore errors by using the File navigation window.

!/! Once the format check is complete, click “**yes**” to start checking for variants.





Translation / Source Variants: If the source or translation variant is a false positive, and should not be fixed, right click and tick **"Ignore error(s)"**.



To repeat the variant check, click the **Start** button and select **Update variant display in the "File Navigation" window**. Hover over the *File navigation*; variants found will be displayed.

▲ Before delivery of the TPF to the Project Manager, make sure...

- ✓ All required checks have been performed.
- ✓ All errors have been corrected.
- ✓ All false errors have been marked as ignored ("✗").