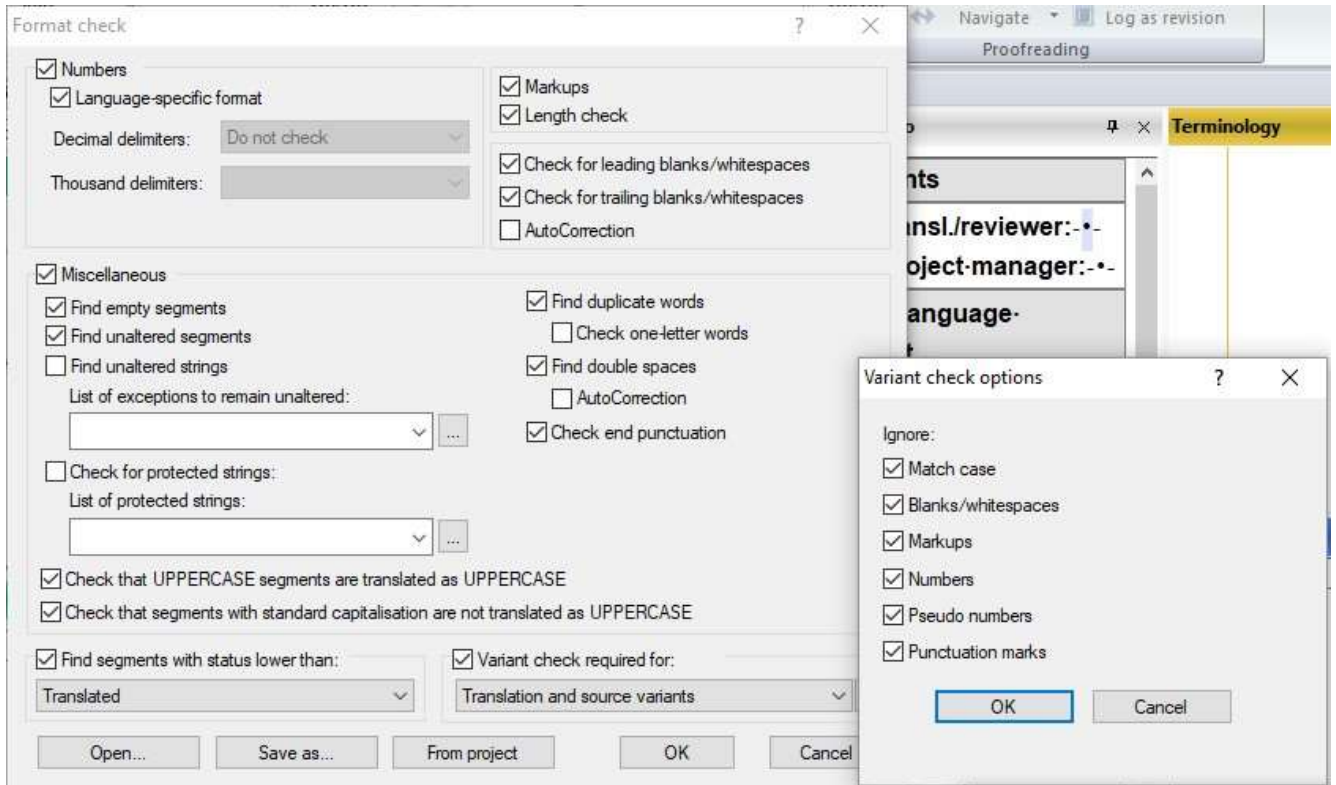




Format Checks – Instructions

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...](#)

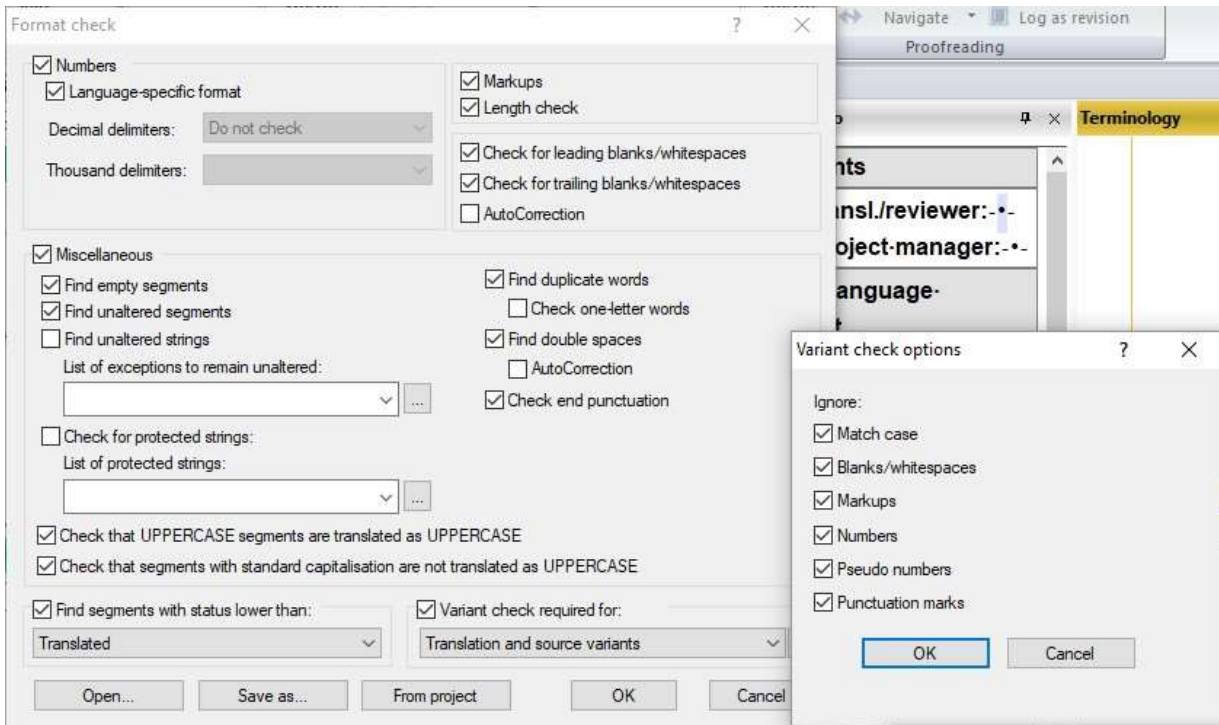


▲ How to save our STAR Dublin standard Checks

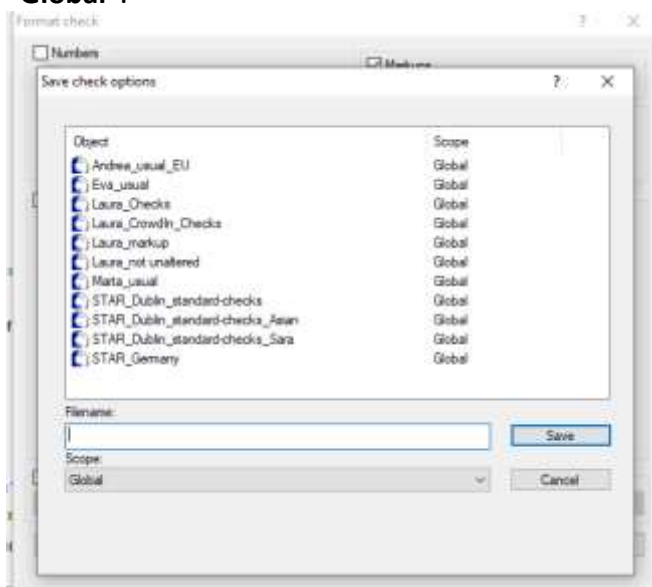
1. Go to **Review > Format check > Options**.



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”**.

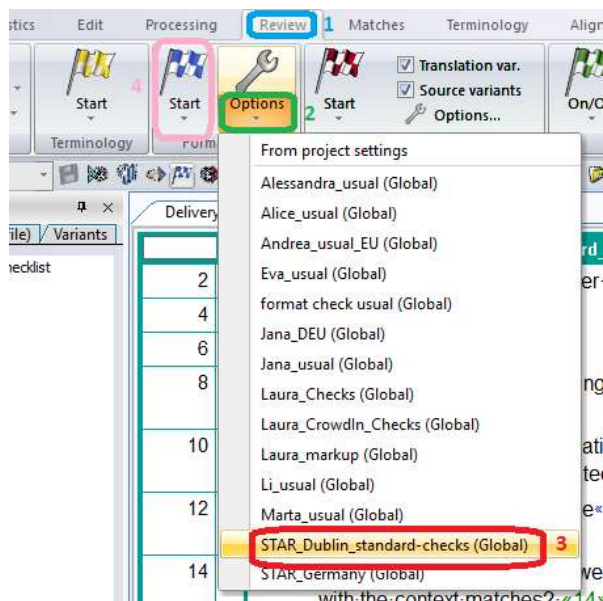
Our standard Format check settings are now saved and available to you when using Transit.



▲ How to start the Format Check

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

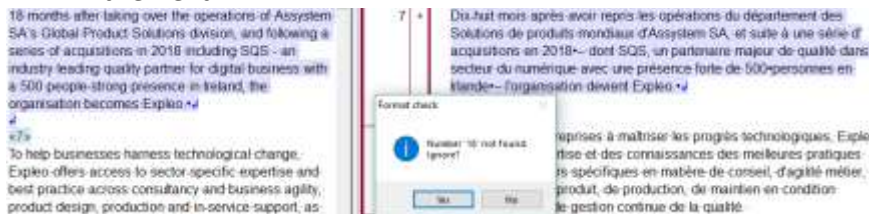
- ✓ All language pairs are open, switch-off any filter (**View > Segment Filter > Switch off**), run the markup assignment, terminology and spell check.
- ✓ Once the above is done, you are ready to start the Format Check. Go to **Review (1)**, in the tab “**Format check**” click on the **Arrow** of “**Options**”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



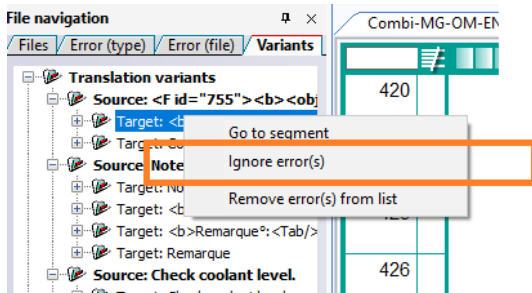
Note: You can bulk ignore errors by using the File navigation window.

/! 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 ("✗").

IMPORTANT NOTE:

Make sure the “false errors” are marked as ignored – **DO NOT** click “Remove error(s) from the list”.

Removing the errors from the list would “reset” the status of the error to “not checked” so it would not show as ignored either on your side or ours when doing the checks.