

SDL | Trados Studio 2009

Innovation Delivered.

Course Title: **SDL Trados Studio 2009 Getting Started for Translators**

Learning Objectives: This course is designed for new users of SDL Trados Studio and will teach attendees how to use the new features and functionality of SDL Trados Studio 2009.

This course is the first step in understanding how to leverage the full power of SDL Trados Studio 2009 to increase your productivity.

At the end of this course attendees will be able to open, translate and review documents.

Target Audience: This course is for Translators using SDL Trados for the first time. Those Translators who are already using SDL Trados 2007 and upgrading to SDL Trados Studio 2009 should attend the Upgrade from SDL Trados 2007 to SDL Trados Studio 2009 course.

Prerequisites: None

Course Delivery Mode: This course is available in the following delivery modes:

- hands-on and classroom based, delivered over 1 day
- live and web based, delivered over 3 hours

SDL TRADOS Certification: This course provides all of the knowledge attendees need to pass their SDL Trados Studio 2009 Level 1 exam (available September 2009).

The SDL TRADOS Certification program enables individual translators and project managers to validate their knowledge and expertise in the use of SDL Trados products. Achieving SDL TRADOS Certification demonstrates that you are fully prepared to work with the world's leading translation technology.

Certification in SDL Trados Studio 2009 product can be achieved by taking the following web based exams:

- SDL Trados Studio 2009 Getting Started Level 1 exam
- SDL Trados Studio 2009 Intermediate Level 2 exam
- SDL Trados Studio 2009 Advanced Level 3 exam

The exam questions are based on the topics covered in the corresponding SDL Trados Studio 2009 course e.g. attendance on the SDL Trados Studio 2009 Getting Started course, followed by practical experience of the topics covered, will prepare attendees to take the SDL Trados Studio 2009 Level 1 exam.

Each exam consists of 40 questions and lasts 40 minutes. Attendees take their exams by logging into their SDL My Account and selecting the My Certification area, where their exams and corresponding training manuals can be found.

SDL PLC

Registered Office: Globe House, Clivemont Road, Maidenhead, Berkshire, SL6 7DY, United Kingdom
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Attendees will be advised on completion of their exam whether they have passed or need to retake.

Further Development:

To further deepen their knowledge and increase productivity, we recommend attendance on the following courses:

- SDL Trados Studio 2009 Intermediate – Level 2 Certification, followed by SDL Trados Studio 2009 Advanced – Level 3 Certification

Attendees should also consider attending the SDL Trados MultiTerm 2009 course, which will teach them the key functionality of SDL Trados MultiTerm 2009.

Further Information:

For further information on any of our courses, training delivery options and course dates, the SDL TRADOS Certification programme or course fees please contact us at producttraining@sdl.com

Course Fee:

Classroom based	€300 / US\$300 / CAN\$300 / £225 per attendee
Web based	€250 / US\$250 / CAN\$250 / £175 per attendee
Dedicated at customer site	€1,400 / US\$1,600 / CAN\$1,600 / £1,200 per day for up to 8 attendees

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TOPICS COVERED DURING THE COURSE

Introduction

- Scope of SDL Trados Studio 2009
- Core technologies overview
 - What is a translation memory?
 - What is a termbase?
- Overview of advantages:
 - Increased productivity
 - Enhanced research capabilities (translation solutions at a mouse-click)
 - Increased consistency and quality

Introduction to SDL Trados Studio 2009

- Overview of the SDL Trados Studio 2009 environment
- Starting SDL Trados Studio 2009 for the first time and selecting your user profile
- SDL Trados Studio 2009: Introduction to the user interface i.e. views, how to set up and best use the screen space, auto-hide, float and move panes
- Overview of the SDL MultiTerm 2009 environment

Setup of Translation Assets

- Creating a new translation memory (TM)

Translating Single Files

- Preparatory steps
 - Opening an MS Word document
 - Selecting source and target language
 - Adding the newly-created translation memory
 - Adding an AutoSuggest™ dictionary
- Translating the MS Word sample document
 - Overview of the side-by-side Editor view (source, target, segment id, and context)
 - Navigating within the document: jumping from segment to segment and navigating the document tree structure
 - Querying the translation memory and match types:
 - No match: translating from scratch
 - Exact match: accepting suggested translations
 - Context match: accepting suggested translations
 - Fuzzy match: adapting and accepting the translation
 - Copy source
 - Concordance search: source and target concordance
 - Using AutoSuggest™ matches
 - Spell check as you type
 - Apply formatting e.g. bold, underline
 - Tracking the translation progress: confirmation statistics
 - Segment states:
 - Edited
 - Confirmed
 - Real-time preview
 - Saving the bilingual file
 - Previewing the finished translation in the native application: target preview and bilingual preview
 - Finalizing the project: generating the target document

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Project Packages

- Introduction: What are packages and return packages?
- Opening and importing a project package (containing an MS PowerPoint document)
- Viewing the analysis report
- Translating the package content, introducing the following features:
 - Terminology recognition
 - *Selecting a termbase*
 - *Inserting suggested terms from the termbase*
 - *Adding terms to the termbase on the fly*
 - *Viewing the full termbase entry*
 - Adding comments
 - *Adding / editing / deleting comments for particular words, segments, or the whole document*
 - *Comments window*
 - *Folding: only display segments with comments*
 - Tag display options
 - Tag protection
 - Inserting tags
 - *Mouse / keyboard options*
 - *QuickInsert toolbar*
 - *QuickPlace™ dropdown list*
 - What are ghost tags?
 - Tag verification
 - *Interactive verification*
 - *Batch verification*
 - Messages window
- Creating and delivering the return package

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