

SDL | Trados Studio 2009

Innovation Delivered.

- Course Title:** **SDL Trados Studio 2009 Intermediate for Translators**
- Learning Objectives:** This course is designed to teach attendees some of the more detailed functionality available in SDL Trados Studio 2009, building up their knowledge and increasing productivity.
- At the end of this course attendees will be able to:
- translate multiple files (MS Word and MS PowerPoint)
 - open and translate a PDF document
 - understand how to undertake Quality Assurance using the QA Checker
 - how to configure Translation Memories
 - DTP file formats
 - creating AutoSuggest™ dictionaries
 - customizing keyboard shortcuts
- Target Audience:** This course is for Translators who have already started to work with SDL Trados Studio 2009 and may have already attended the SDL Trados Studio 2009 or the Upgrade from SDL Trados 2007 to SDL Trados Studio 2009 course.
- Prerequisites:** An understanding of the following functionality gained by training course attendance or by experience working with SDL Trados Studio 2009:
- views and user profiles
 - how to create a new translation memory
 - how to increase translation speeds when translating an MS Word document using the extensive range of new features
 - how to open and import project packages
 - how to translate package content
 - how to create and return a completed project package
- 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 PLC

Registered Office: Globe House, Clivemont Road, Maidenhead, Berkshire, SL6 7DY, United Kingdom
Tel: +44 (0)1628 410100 Fax: +44 (0)1628 410150. Registered In England and Wales, Number 2675207

SDL TRADOS Certification: This course provides all of the knowledge attendees need to pass their SDL Trados Studio 2009 Level 2 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. 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 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

Translating Multiple Files (MS Word + MS PowerPoint)

- Wizard-based creation of projects with multiple files
 - Naming the project
 - Specifying the source and the target language
 - Adding translatable files
 - File type usages: translatable, localizable, reference
 - Adding translation memories and available TM options: enabled, lookup, concordance, update, penalty
 - Adding a termbase
 - Automated project preparation (Prepare task)
 - Project file structure overview
- Viewing the confirmation statistics and the analysis report
- Translating the project files introducing the following new features:
 - Multiple TM lookup
 - AutoPropagation: handling repetitions
 - Find/replace functionality
 - More on folding
 - Filtering for segment types (e.g. repetitions)
 - Filtering for segments containing a particular string
 - Going to a particular segment (e.g. a particular segment, segment status, etc.)
 - Finding and replacing strings
 - Merging and splitting segments
 - Working with placeable elements
 - What are placeables
 - Inserting placeables

File Format Filter Configuration

- Impact of the filter configuration on the translation
- Examples:
 - Excluding notes from translation in MS PowerPoint files
 - Treating soft returns as segment delimiters in MS Word files

PDF Documents

- Opening and translating a PDF sample file

Quality Assurance (QA Checker)

- Interactive and batch verification
- Checking for forgotten translations
- Punctuation check
- Consistency check
- Redundant spaces check
- Duplicated words check
- Number check

Configuring Translation Memories

- Adding attribute and text fields to the TM Setup
- Applying field values to TUs
- Filtering TUs
 - Hard filter i.e. excluding segments from lookup
 - Applying penalties to segments using attribute values

DTP File Formats

- Receiving and opening a project package containing DTP files.
- Localizing InDesign Files
 - Translating the file
 - Tag verification
 - Generating the target format
- Localising FrameMaker Files
 - Translating the file
 - Tag verification
 - Generating the target format
- Creating the return package.

AutoSuggest

- Creating your own AutoSuggest dictionaries

Customization Options

- Customizing keyboard shortcuts