

SDL | Trados Studio 2009

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Course Title: **SDL Trados Studio 2009 Advanced for Translators**

Learning Objectives: This course is designed to deepen attendees' knowledge of SDL Trados Studio 2009 and provide them with strong technical knowledge of the features used as part of their daily tasks including:

- alignment
- translation memory maintenance
- advanced translation memory options
- AutoSuggest™
- mark-up language formats (HTML)
- mark-up language formats (XML)
- terminology verification

Target Audience: This course is for Translators who have already attended either the SDL Trados Studio 2009 Getting Started or Upgrade course as well as the Intermediate course.

Prerequisites: An understanding of the following functionality which may have been gained through training 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 MS Word documents using the extensive range of new features
- how to open and import a project packages
- how to translate package content
- how to create and return a completed project package
- translating multiple files (MS Word and MS PowerPoint)
- file format filter configuration
- opening and translating a PDF file
- quality assurance (QA checker)
- configuring translation memories
- DTP file formats
- AutoSuggest™
- customizing keyboard shortcuts

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 3 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.

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

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:

At the end of this course attendees will have covered all of the topics necessary to significantly increase translation speeds and productivity.

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

Alignment

- Setting up an alignment project
- Alignment review workflow
 - Disconnecting units
 - Reconnecting units
 - Editing units
 - Joining/splitting units
- Exporting the alignment results
 - Adding attribute / text fields to the export result
 - Performing the export
 - Importing the alignment result into a translation memory

Translation Memory Maintenance

- Browsing a TM
- Editing a TU on the fly
- Displaying TUs that contain a particular expression
- Filtering for TUs using date or subject value
- Batch-deleting TUs
- Finding/replacing a particular string
- Committing changes to the TM
- Accepting/rejecting updates
- Exporting a TM
 - What is TMX?
 - Full export
 - Filtered export
- Configuring translation memory settings
 - Enabling/disabling target language concordance search
 - AutoLocalization, placeables, variables
- Language resources
 - What is a language resource?
 - Creating a language resource
 - Creating a TM based on a language resource

Advanced TM Topics

- Automation options: configuring the TM lookup behaviour
- AutoPropagation options
- Spell check options

AutoSuggest™

- AutoSuggest™ options
- Defining AutoText Lists
- Using AutoSuggestion Dictionaries and AutoText lists

Markup-language formats (HTML)

- General information: What are markup-language formats
- Opening and translating an HTML file
- Applying basic formatting e.g. bold, underline, italic
- Transferring tags
- Tag verification
 - Interactive verification
 - Batch verification
 - The messages window
 - Tag problems:
 - missing tags
 - added tags
 - tag order change
 - space change around tags
 - Customizing the verification
 - How to suppress particular message types
 - How to change the severity level for particular message types
- Resolving tag problems
- Real-time preview: how do tags impact the layout?
- Generating the target-language version

Markup-language formats (XML)

- General information on XML: What is XML and how is it different from HTML
- Overview of standard XML applications e.g. DITA
- Basic concepts:
 - What are schemas
 - What are DTDs
 - What are INIs (Tag settings files) and how can they be imported
- Creating new file type settings for XML Formats
- Document Verification
 - Tag verification
- Generating the target-language version

Terminology Verification

- Checking for possible non-use of terminology
- Checking for not allowed terms

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