

# Course Title

## Trados Studio – Level 1 Training Course

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### Learning Objectives:

This course is designed to help users who want to become familiar with Trados Studio quickly and start working productively with the application from day one. Key topics are:

- Introduction to CAT technologies: what are a translation memory (TM) and a termbase?
- Overview of the application
- Using the most common features of Trados Studio to translate MS Office files
- Delivering the finished translation

### Target Audience:

This course is for:

- translators who have no experience using Trados Studio and want to get up and running with the application from day one
- translators who already have a little experience using Trados Studio and want to improve their knowledge of how to work with its basic productivity features

### Prerequisites:

Basic understanding of PCs, the Windows operating system, and MS Word.

### Course Delivery Mode:

This course is available in the following delivery modes:

- instructor-led, onsite course; incorporates time for participants to practice during the training session
- instructor-led, virtual (online) course; no hands-on during the online training session
- eLearning

### Trados Certification

This course covers most of the topics that attendees need to pass their **Trados Studio Level 1 exam**.

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

Certification in the Trados Studio product can be achieved by taking the following web-based exam:

- Trados Studio – Level 1

The exam questions are based on the topics covered in the “*Trados Studio – Level 1*” and “*Trados Studio 2024 New Features eLearning*” courses. Attendance on the course followed by practical work to experience the topics covered will prepare attendees to take the exam.

The exam consists of 40 questions and lasts 40 minutes. Attendees are advised immediately on completion of the exam whether they have passed or need to retake it. Attendees have up to three attempts to pass the exam. On successful completion, they receive a Trados Studio Certified User badge and a PDF certificate.

### **Further Development:**

By the end of this course, attendees will have achieved a broad understanding of key topics that will help them increase their translation speed and productivity using Trados Studio. Users who want to go beyond the basics of Trados Studio and take their translation environment to the next level can attend [Trados Studio Level 2](#) and [Trados Studio Level 3](#) courses.

### **Further Information:**

For further information on any of our courses, training delivery options, course dates and fees, and the Trados Certification programme, please contact us at [learn@rws.com](mailto:learn@rws.com).

# Topics covered during the course

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Introduction to CAT Technologies, including an explanation of

- Translation memories (TMs)
- Termbases
- Neural Machine Translation

Initial start-up and setup of the application

User interface overview

Translating a single file (MS Word)

- Opening a file for translation
- Creating a translation memory
- Working in the translation editing environment
- Adapting the display font size
- Confirming translations and saving them to the TM
- Re-using an existing translation from the TM (exact match)
- Modifying a translation suggestion (fuzzy match)
- Checking spellings
- Applying formatting
- Inserting tags (QuickInsert)
- Previewing files in their original layout
  - Previewing the translation in MS Word
  - Previewing the document in real-time during translation in Studio
- Saving your translation
  - What is the bilingual SDL XLIFF format?
  - Saving the translation in MS Word format ready for delivery

Translating a similar file by creating a project

- Setting up a project
- Going through the steps in the project creation wizard
- Project statistics and project scoping: determining the repetition and re-use rates
- Filtering for untranslated segments
- Retrieving segment fragments from the TM
- Looking up terms in the TM through concordance search
- Adapting the project settings, such as by changing the minimum match value
- Creating a template from the project to accelerate the creation of subsequent projects

Creating a project for translating multiple files (PowerPoint and PDF)

- Creating a new project based on a template (one-step project creation)
- Detailed project statistics: reading the project analysis report

- Opening multiple files for translation at once
- Inserting special characters during translation
- Correcting mistakes in the source content
- Changing the segmentation on the fly: merging and splitting segments
- Effective handling of repeated segments (auto-propagation)

### **Termbases**

- What are termbases?
- Creating a termbase based on a template
- Adding terms while you are translating
- Retrieving terms during translation

### **Trados Studio cloud capabilities**

- What are Trados Studio's cloud capabilities?
- Connecting to Trados Studio in the cloud
- Migrating a TM to the cloud
- Creating a cloud-based project
- Downloading files from the Cloud
- Uploading translated files to the Cloud

### **Neural Machine Translation (NMT)**

- Adding a Cloud-based NMT provider to a Studio project
- Retrieving NMT hits during translation
- Editing NMT suggestions and saving them in your TM

#### About us

RWS is a content solutions company, powered by technology and human expertise. We grow the value of ideas, data and content by making sure organizations are understood. Everywhere.

Our proprietary technology, 45+ AI patents and human experts help organizations bring ideas to market faster, build deeper relationships across borders and cultures, and enter new markets with confidence – growing their business and connecting them to a world of opportunities.

It's why over 80 of the world's top 100 brands trust RWS to drive innovation, inform decisions and shape brand experiences.

With 60+ global locations, across five continents, our teams work with businesses across almost all industries. Innovating since 1958, RWS is headquartered in the UK and publicly listed on AIM, the London Stock Exchange regulated market (RWS.L).

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