RWS

Course Title	**Trados Studio - Level 1 Training Course**

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 is 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 of using Trados Studio and want to get up and running with the application from day one
- translators who already have a little experience of 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:
- hands-on and classroom-based; incorporates time for participants to practice during the training session
- live and web-based
- 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" course. 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. To take the exam, attendees log into their RWS Account and select the Education area, where the exams and corresponding training manuals and sample files can be found.

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 link to a digital certificate showing that they have passed.

Further Development:

By the end of this course, attendees will have achieved broad coverage of key topics that will help them increase their translation speed and productivity by working with Trados Studio.

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 producttraining@rws.com.

Topics covered during the course

- 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 in the cloud
  - What is Trados Studio in the cloud?
  - 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 RWS

RWS Holdings plc is a unique, world-leading provider of technology-enabled language, content and intellectual property services. Through content transformation and multilingual data analysis, our unique combination of technology and cultural expertise helps our clients to grow by ensuring they are understood anywhere, in any language.

Our purpose is unlocking global understanding. By combining cultural understanding, client understanding and technical understanding, our services and technology assist our clients to acquire and retain customers, deliver engaging user experiences, maintain compliance and gain actionable insights into their data and content.

Our clients include 90 of the world's top 100 brands, the top 20 pharmaceutical companies and 19 of the top 20 patent filers. Our client base spans Europe, Asia Pacific, and North and South America. We work in the automotive, chemical, financial, legal, medical, pharmaceutical, technology and telecommunications sectors, which we serve from 80+ global locations across five continents.

Founded in 1958, RWS is headquartered in the UK and publicly listed on AIM, the London Stock Exchange regulated market (RWS.L).

For further information please visit www.rws.com.