SDL Trados Studio

Course Title	**SDL Trados Studio 2017 Getting Started Part 1 – Translating**
Learning Objectives:	This course is designed for users who want to get familiar with SDL Trados Studio 2017 quickly, so that you can start working productively with your solution from day one.

- Introduction to CAT technologies: what is a translation memory (TM), termbase, AutoSuggest dictionary?
- Overview of the application
- Configuring the application to your personal preferences
- Translating MS Office files in SDL Trados Studio making use of the most common features
- Delivering the finished translation

Target Audience:	This course is for:

- translators who have never used SDL Trados Studio 2017 before and want to get started with the application to be productive from day one

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

SDL Trados Certification:	This course provides some of the topics attendees need to pass their SDL Trados Studio 2017 Getting Started exam.

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 the SDL Trados Studio 2017 product can be achieved by taking the following web based exams:

- SDL Trados Studio 2017 – Getting Started

The exam questions are based on the topics covered in the SDL Trados Studio 2017 – Getting Started Part 1 and 2 courses, i.e. attendance on the courses, followed by practical experience of the topics covered, will prepare attendees to take the exam.

The exam consists of 40 questions and lasts 40 minutes. Attendees take their exams by logging into their SDL Account and selecting the Education 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 following courses:

- SDL Trados Studio 2017 – Intermediate, which will teach you to go beyond the basics for more effective handling of translation projects
- SDL Trados Studio 2017 – Advanced, which will teach you to leverage advanced functionality to get the most out of the product
- SDL MultiTerm 2017 course, which will teach you the key functionality of SDL MultiTerm 2017

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

Topics covered during the course:

- **Introduction to CAT Technologies, i.e. what are**
    - Translation memories (TMs)
    - Termbases
    - AutoSuggest dictionaries

- **Initial startup and setup of the application**

- **User interface overview**

- **Personal settings: preparing the environment to your personal preferences**
    - Selecting your preferred language pair
    - Adapting the display font size for better reading

- **Translating a single file (MS Word)**
    - Opening a file for translation
    - Selecting a translation memory
    - Selecting a termbase
    - Selecting an AutoSuggest dictionary
    - Introduction to the translation editing environment
    - Navigating in the editor: going up and down to the previous/next sentence
    - Translating a sentence from scratch
    - Quickly inserting words and expressions suggested by the AutoSuggest dictionary and termbase
    - Confirming translations and saving them to the TM database
    - Effective handling of repeated sentences (Auto-propagation)
    - Re-using an existing translation from the TM (exact match)
    - Modifying a translation suggestion (fuzzy match)
    - Looking up words and expressions in the TM (concordance search)
    - Spell check
    - Applying formatting
    - Inserting tags (QuickInsert)
    - Previewing files in their original layout
        - Previewing the translation in MS Word
        - Previewing the document in real-time while translating
    - Saving your translation
        - What is the bilingual SDLXLIFF format?
        - Saving the translation in MS Word format for delivery

- **Translating a single file (MS PowerPoint)**
  - o Opening a file for translation through drag & drop into Studio
  - o Auto-localization of dates
  - o Editing the source text
  - o Merging segments
  - o Previewing PowerPoint slides in their original layout, e.g. to check whether the target content fits into text boxes
  - o Saving the translation in MS PowerPoint format for delivery

- **Translating a single file (MS Excel)**
  - o Opening a file for translation through drag & drop into Studio
  - o Looking up and inserting terminology from the termbase during translation
  - o Previewing and generating the target file

- **Translating a single file (PDF)**
  - o What to watch out for when translating PDF files
  - o Running a file analysis and reading the analysis result
  - o Translating the file content
  - o Previewing and generating the target file

- **Using segment fragments during translation**
  - o Retrieving segment fragments from whole translation units
  - o Preparing your translation memory for segment fragment matching from partial translation units