

**Course Title:**  
**SDL Trados Studio 2015 for Project Managers Part 1:  
Managing Projects**

**Learning Objectives:**

This course is designed to familiarize project managers with the most important functionality of SDL Trados 2015 Studio, and provide them with the knowledge required for handling daily tasks such as:

- translation of MS Office files: overview of how translators work with SDL Trados Studio
- creating projects
- scoping projects, generating word counts, analysis reports, etc.
- creating project packages and assigning tasks to translators and reviewers
- signing off on project files
- finalizing projects

**Target Audience:**

This course is for Project Managers who have not yet worked with SDL Trados Studio, and want to get familiar with the application as quickly as possible to start working productively 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 2015 for Project Managers 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 SDL Trados Studio 2015 product can be achieved by taking the following web based exam:

- SDL Trados Studio 2015 for Project Managers

The exam questions are based on the topics covered in both the SDL Trados Studio 2015 for Project Managers Part 1 and Part 2 courses. Attendance on both courses, followed by practical experience of the topics covered, will prepare attendees to take the exam.

Each 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 2015 for Project Managers Part 2 – Extension to the Part 1 course for project managers; includes update project handling through PerfectMatch, filling translation memories through alignment of legacy material, etc.
- SDL Trados Studio 2015 – Advanced, which will teach you to leverage advanced functionality to get the most out of your product
- SDL MultiTerm™ 2015 course, which will teach you the key functionality of SDL MultiTerm 2015

**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 [sdl@orco.gr](mailto:sdl@orco.gr)

## TOPICS COVERED DURING THE COURSE

- **Introduction to CAT Technologies, i.e. what are:**
  - Translation memories (TMs)
  - Termbases
  - AutoSuggest dictionaries
  
- **Introduction to SDL Trados Studio**
  - Starting the application for the first time
  - Setting up the environment
    - Adding users
    - Adding customers

- **Opening and processing project packages (an overview of how translators work)**
  - What are project packages?
  - Opening a project package
  - Translating the package files
    - 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
    - Auto-localization of dates
    - Editing the source text
    - Merging segments
    - Previewing PowerPoint slides in their original layout, e.g. to check whether the target content fits into text boxes
  - Creating the return package for delivery
  
- **Creating a project**
  - Adding general project information, e.g. project name, description, due date, ...
  - Selecting project source and target languages
  - Adding the files to translate
  - Adding language resources for more effective translation: translation memories (TMs), AutoSuggest dictionaries, termbases
  - Automatic project preparation:
    - Analyzing files
    - Pre-translating files

- Saving the project as template for future projects
  
- **Viewing project info and statistics**
  - Analyze and pre-translate reports
  - Files overview
  
- **Project packages**
  - Creating a project package for the translator
  - Importing the return package delivered by the translator
  - Creating a project package for the reviewer
  - Importing the return package with the reviewed content
  - Reviews outside of SDL Trados Studio
    - Scenario 1: Generating bilingual MS Word files for review purposes
    - Scenario 2: Performing the review directly in the native format (e.g. MS Word or MS PowerPoint)
    - Integrating the changes made during review into the Studio project
  
- **Signing off on the project**
  - Viewing comments added by the reviewer
  - Filtering for commented and changed segments
  - Viewing changes made by the reviewer
  - Accepting and rejecting changes
  - Signing off on reviewed content
    - Running an automated quality assurance check on the project, e.g. checking for punctuation mistakes
  - Correcting mistakes reported by the automated quality assurance
  - Finalizing the project
    - Updating the TM based on the reviewed and signed-off content