

Course Title:
**SDL Trados Studio 2015 for Project Managers Part 2:
Streamlining Projects and Pre-production**

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:

- streamlining project creation through templates
- modifying project settings (e.g. QA Checker settings)
- optimizing handling of multiple files through merging
- handling update projects and mid-project updates with PerfectMatch
- creating translation resources (translation memories and termbases) based on legacy documents
- creating AutoSuggest dictionaries

Target Audience:

This course is for Project Managers who have already attended Project Manager Part 1 course or who are familiar with the topics covered in Part 1.

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 together with the SDL Trados Studio Project Managers Part 1 course provides all the knowledge 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 the corresponding SDL Trados Studio 2015 for Project Managers Part 1 and Part 2 courses e.g. attendance on 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 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 following courses:

- 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

TOPICS COVERED DURING THE COURSE

- **Streamlining project creation through templates**
 - What are project templates?
 - Creating a new project based on a template
 - Merging project files
 - Changing the project settings after project creation, e.g.:
 - Due date
 - Minimum fuzzy match value
 - Automatic QA Checker settings
 - Creating a new project template from an existing project
 - Revision exercise: creation of project packages

- **Effective handling of update projects and mid-project updates**
 - Creating project based on a previous project
 - Running the project preparation tasks on the update project (including PerfectMatch)
 - Adding a file to the project after it has been created
 - Changing project due date (due to addition of new file)
 - Reading the analysis results (in particular the PerfectMatch category, i.e. the content from the previous project)
 - What is PerfectMatch?
 - In-context pre-translation, effective re-use of previous project content
 - Never proofread the same segment twice!

- **Centralizing Project Management through GroupShare - Overview**
 - What is GroupShare?
 - How to centralize project management with GroupShare
 - Connecting to a GroupShare Server
 - Publishing a project on a GroupShare
 - Assigning work to translators/reviewers
 - Claiming file ownership
 - Releasing file ownership / checking in a file

Pre-Production

- **Re-using legacy documents to create translation memory content (Alignment)**
 - Running an alignment on an existing source and target document
 - Creating a new (empty) TM
 - Performing the alignment on single and multiple file pairs
 - Reviewing the alignment result
 - Correcting misalignments
 - Importing the alignment result into the new TM (quick and advanced import)

- **Creating AutoSuggest dictionaries**

- **Creating termbases**
 - Converting terms from an MS Excel document into SDL MultiTerm format
 - Setting up a new termbase with SDL MultiTerm
 - Importing the converted MS Excel glossary into the new termbase

- Revision exercise: Creating a project based on the newly-created translation resources (i.e. TM from alignment, termbase and AutoSuggest dictionary)

- **Adapting the application to your personal style of working**
 - Defining your own keyboard shortcuts