



ATLAS

TRANSLATIONS

SDL TRADOS

TRAINING

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An introduction to SDL Trados and learning the main functions

Want to get started with SDL Trados? This is the course for you! You'll gain an overview of the main concepts behind this CAT tool and its main functions. This day-long course is perfect for translators who already use a CAT tool and wish to switch to SDL Trados, for those thinking of getting SDL Trados, and those who already have it but are finding it difficult to get started.

By the end of the course, you will:

1. understand the SDL Trados project workflow;
2. create a project adding reference material;
3. create/receive/send a package;
4. work efficiently in the SDL Trados environment;
5. perform all due controls on the files;
6. manage translation memory;
7. import other CAT tools translation memories / export TMX.



This course can be taken at a convenient date to suit you and is suitable for 1 to 1 or a group of colleagues.

BASIC CONCEPTS Introducing the main concepts of SDL Trados, what happens to files when they are imported into SDL Trados and how they are processed.

CREATING A PROJECT IN SDL TRADOS How to prepare files before importing them into SDL Trados.

FILTERS Focussing on different filters used by SDL Trados to import various file formats.

REFERENCE MATERIAL Guidelines on how to use and add reference material to a project.

WORKING IN SDL TRADOS How to work effectively in SDL Trados, focussing on settings for optimisation of the translation process.

CONTROLS ON THE FILE: An overview of all controls prior to finishing and delivering a project.

MANAGING THE TRANSLATION MEMORY (TM) Guidelines on how to manage the translation memory.

IMPORTING / EXPORTING TMX Advice on exchanging Translation Memories from/into SDL Trados.

EXERCISES Finally, you will complete exercises - and you're ready to go!



ABOUT THE TRAINER

Roberto is a freelance translator who also has an MSc in computing! He's been working with Atlas since 2004, helping to train fellow translators.

We also offer Intermediate and advanced SDL Trados Courses!