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## SDL\* Trados Studio

**Course Title:** SDL Trados Studio Advanced

**Learning Objectives:** This course is designed for users who are already familiar with SDL Trados Studio, and want to leverage the advanced product features to work even more efficiently and streamline their processes further.

- translation memory maintenance – keeping your TM resources lean and efficient
- localization of XML content
- customized automatic quality assurance rules
- enhanced workflows for different file types: Word, PowerPoint, Excel, InDesign

**Target Audience:** This course is designed for:

- translators who have already attended either the SDL Trados Studio Getting Started Part 1 and Part 2 or Intermediate courses
- project managers who have already attended the SDL Trados Studio for Project Managers Part 1 and Part 2 courses

**Prerequisites:** An understanding of the following functionality which may have been gained through training or by experience working with SDL Trados Studio

- views and user profiles
- how to create a new translation memory
- how to increase translation speeds when translating MS Word documents using the extensive range of new features
- translating multiple files (MS Word and MS PowerPoint)
- quality assurance (QA checker)
- AutoSuggest™

**Course Delivery Mode:** This course is available on a single company basis only and in the following delivery modes:

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

**SDL Certification:** This course provides all of the knowledge attendees need to pass their SDL Trados Studio Advanced exam

The SDL Certification program enables individual translators and project managers to validate their knowledge and expertise in the use of SDL Trados

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products. Achieving SDL Certification demonstrates that you are fully prepared to work with the world's leading translation technology.

Advanced level SDL Certification in the SDL Trados Studio product can be achieved by taking the following web based exams:

- SDL Trados Studio Advanced

The exam questions are based on the topics covered in the corresponding SDL Trados Studio Advanced course. Attendance on this course 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 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.

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**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 SDL MultiTerm course, which will teach you the key functionality of SDL MultiTerm.

**Further Information:**

For further information on any of our courses, training delivery options and course dates, the SDL Certification programme or course fees please contact us at [producttraining@sdl.com](mailto:producttraining@sdl.com)

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## Topics covered during the course

- **Maintaining Translation Memories**
  - Editing / deleting TUs
  - Searching for TUs with particular source/target string
  - Finding and replacing an outdated term in the TM
  - Keeping your TM lean and efficient e.g. by:
    - Deleting TUs that are outdated, too short, TUs that contain only e-mail addresses etc.
    - Searching for potential duplicate TUs
  - Exporting and importing TM
    - Exporting the whole TM content for backup purposes
    - Exporting subset of TM based on a filter (e.g. all TUs created after a particular date)
    - Creating a new TM and importing the subset export
  
- **TM Language Resources**
  - What are TM language resources?
  - Optimizing the segmentation by adding custom abbreviations
  - Enhancing the translation process and match rates by adding e.g. product names, custom designations etc. to the TM
  
- **Adding meta information to TMs through fields**
  - What are TM fields?
  - Defining TM fields
  - Adding TM field values during translation
  - Filtering for TUs based on fields (e.g. all TUs that relate to a particular subject)
  - Enhancing the reliability of TM matches through penalties
    - Formatting penalty
    - Text replacement penalty
    - Auto-localization penalty
    - Multiple TU penalty
  
- **Options for fine-tuning the TM Search**
  
- **Localizing XML content**
  - What is XML?
  - Optimizing your XML workflows through a custom XML file type definition
    - Defining display formatting for more intuitive translation
    - Excluding specific content from translation
    - Making context information visible

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- What are XML attributes?
      - Making attribute content translatable
    - Translating XML
      - Verification of XML tags
      - How to make sure that valid target XML files are generated at the end
    - Previewing XML: In-context preview during and after translation
      - Applying an existing XSLT stylesheet for layout preview
        - What is XSLT?
        - How to add a stylesheet
        - Real-time preview
        - External preview for printing
  - **Taking your quality assurance to the next level**
    - Defining your own quality assurance rules through regular expressions
    - What are regular expressions?
    - Defining your own quality assurance rules based on regular expressions
    - More effective display filtering through regular expressions
    - Regular expressions in find and replace operations
  - **Fine-tuning your localization processes through file type options**
    - MS Word (DOCX)
      - Customizing handling of soft breaks
      - Excluding text from translation through styles
      - Making comment text translatable
      - Process documents that contain unaccepted/unrejected changes
    - MS PowerPoint (PPTX)
      - Exclude speaker notes from translation
      - Customizing handling of breaks
    - MS Excel (XLSX)
      - Worksheet name handling
      - Excluding the content of particular columns from translation
    - Desktop Publishing (Adobe InDesign)
      - Overview of supported InDesign versions
      - File type settings
        - Handling hyperlink content
        - What are layers? Extraction of content on hidden layers
      - Translating an IDML file
      - Previewing options for printing

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- **Pseudo-translation**

- What is pseudo-translation?
- How pseudo-translation helps check documents for common localization problems (e.g. length issues) before the actual translation takes place