

## Course Title      Configuring File Types Settings

### Learning Objectives

This course is designed for users who are already familiar with Trados Studio and want to leverage the advanced product features to work even more efficiently and streamline their processes further. This module focuses on **Configuring File Types**. Key topics are:

- Creating the sample project
  - Listing the file types
  - Previewing a document
  - Changing file type settings for PowerPoint
  - Configuring the MS Word file type settings
  - Processing bilingual Excel files
  - Configuring the JSON file type
  - Adobe InDesign
- Translating the Project Files
  - Further preparation of the MS Word file
  - Translating the Word file
  - Translating the bilingual Excel file
    - Comments from the source file
    - Comments added by the translator
  - Translating the JSON file
  - Translating the PowerPoint file
  - Translating the InDesign file

### Target Audience:

This course is for:

- translators who already have experience using Trados Studio and want to deepen their knowledge on the above topic

### Prerequisites:

An understanding of Trados Studio basic functionalities and of topics covered in the Studio Level 1 course and Level 2 modules.

### Course Delivery Mode:

This course is available in the following delivery modes:

- instructor-led, onsite course; incorporates hands-on time for participants to practice during the onsite training session
- instructor-led, virtual (online) course; no hands-on during the online training session

### Course Duration:

This module takes approximately:

- 2 hours during an onsite course
- 1 hour during an online course

**Trados Certification:**

This course provides some of the knowledge attendees need to pass the Trados Studio Level 3 exam.

The Trados™ Certification program enables individual translators and project managers to validate their knowledge and expertise in the use of Trados products. Achieving Trados Certification demonstrates that you are fully prepared to work with the world's leading translation technology.

Certification in the Trados Studio product can be achieved by taking the following web-based exam:

- Trados Studio – Level 1
- Trados Studio – Level 2
- Trados Studio – Level 3

The exam questions are based on the topics covered in the “Trados Studio – Level 3” modules. Attendance on these courses followed by practical work to experience the topics covered will prepare attendees to take the exam.

The exam consists of 50 questions and lasts 50 minutes. To take the exam, attendees log into their RWS Account and select the **Education** area, where the exams and corresponding training manuals and sample files can be found.

Attendees are advised immediately on completion of the exam whether they have passed or need to retake it. Attendees have up to three attempts to pass the exam. On successful completion, they receive a link to a digital certificate showing that they have passed.

**Further Development:**

Attendees should consider attending the following Level 3 courses:

- Level 3 - Maintaining your translation memories (adv.)
- Level 3 - Processing XML files
- Level 3 - Working with Terminology
- Level 3 - Translating subtitling files
- Level 3 - Translating .Net libraries
- Level 3 - Translating JSON files
- Level 3 - Translating Multilingual Excel files
- Level 3 - Translating multilingual XML files

**Further Information:**

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

#### About RWS

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## Course Title      Maintaining your Translation Memories

### Learning Objectives

This course is designed for users who are already familiar with Trados Studio and want to leverage the advanced product features to work even more efficiently and streamline their processes further. This module focuses on **Maintaining your TMs**. Key topics are:

- About Maintaining TMs
- Setting up a new TM
  - General TM settings
  - Configuring TM fields
  - Adding product names to the TM
  - Creating the sample project
  - Setting the TM field values
- Translating the sample project
  - Applying field values
  - Customizing date formats
    - Customizing the source date formats
    - Customizing the target date format
  - Inserting variables as placeables
- Setting up a new project
  - Defining a filter
  - Translating with a filter
- Maintaining your TM
  - Filtering for specific translation units
- More TM Maintenance
  - Filtering based on creation users
  - Replacing terminology with batch edit
  - Filtering based on change date
  - Filtering for units that contain only acronyms or hyperlinks

### Target Audience:

This course is for:

- translators who already have experience using Trados Studio and want to deepen their knowledge on the above topic

### Prerequisites:

An understanding of Trados Studio basic functionalities and of topics covered in the Studio Level 1 course and Level 2 modules.

### Course Delivery Mode:

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**Further Development:**

Attendees should consider attending the following Level 3 courses:

- Level 3 - Configuring File Types Settings
- Level 3 - Processing XML files
- Level 3 - Working with Terminology
- Level 3 - Translating subtitling files
- Level 3 - Translating .Net libraries
- Level 3 - Translating JSON files
- Level 3 - Translating Multilingual Excel files
- Level 3 - Translating multilingual XML files

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## Course Title      Translating XML files

### Learning Objectives

This course is designed for users who are already familiar with Trados Studio and want to leverage the advanced product features to work even more efficiently and streamline their processes further. This module focuses on **Translating XML Files**. Key topics are:

- What is XML?
- Previewing the sample XML File
  - Previewing the file in your Web browser
  - Previewing the file in Studio
  - Creating a custom XML file type
- Further editing the XML File Type
  - Setting an inline tag as not translatable
  - Showing character formatting
  - Adding structure
- Exporting the file type
- Creating a project with XML sample file
  - Translating the XML file
  - Previewing the XML file
- Defining another custom XML file type
  - Previewing the file in your Web browser
  - Previewing the file in Studio
  - Creating a custom XML file type
- Creating a project with the new file type
- Defining an XML file type with XPATH expressions
  - Creating the custom XML file type
- Creating a project with the new file type
- Processing XLIFF files
  - Adapting the XLIFF file type
  - Translating and creating the target file

### Target Audience:

This course is for:

- translators who already have experience using Trados Studio and want to deepen their knowledge on the above topic

### Prerequisites:

An understanding of Trados Studio basic functionalities and of topics covered in the Studio Level 1 course and Level 2 modules.

### Course Delivery Mode:

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**Further Development:**

Attendees should consider attending the following Level 3 courses:

- Level 3 - Configuring File Types Settings
- Level 3 - Maintaining your translation memories (adv.)
- Level 3 - Working with Terminology
- Level 3 - Translating subtitling files
- Level 3 - Translating .Net libraries
- Level 3 - Translating JSON files
- Level 3 - Translating Multilingual Excel files
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## Course Title      Translating .Net libraries

### Learning Objectives

This course is designed for users who are already familiar with Trados Studio and want to leverage the advanced product features to work even more efficiently and streamline their processes further. This module focuses on **.Net Localization**. Key topics are:

- About .NET libraries
- Creating the sample project
- Configuring the .Net libraries file type
- Translating the .Net library
  - Previewing the file
  - Specifying keyboard shortcuts
- Exercise
- Summary

### Target Audience:

This course is for:

- translators who already have experience using Trados Studio and want to deepen their knowledge on the above topic

### Prerequisites:

An understanding of Trados Studio basic functionalities and of topics covered in the Studio Level 1 course and Level 2 modules.

### Course Delivery Mode:

This course is available in the following delivery modes:

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- instructor-led, virtual (online) course; no hands-on during the online training session

### Course Duration:

This module takes approximately:

- 1 hour during an onsite course
- 30 minutes during an online course

**Trados Certification:**

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**Further Development:**

Attendees should consider attending the following Level 3 courses:

- Level 3 - Configuring File Types Settings
- Level 3 - Maintaining your translation memories (adv.)
- Level 3 - Processing XML files
- Level 3 - Working with Terminology
- Level 3 - Translating subtitling files
- Level 3 - Translating JSON files
- Level 3 - Translating Multilingual Excel files
- Level 3 - Translating multilingual XML files

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## Course Title      Translating JSON Files

### Learning Objectives

This course is designed for users who are already familiar with Trados Studio and want to leverage the advanced product features to work even more efficiently and streamline their processes further. This module focuses on **JSON Files**. Key topics are:

- About JSON files
- Setting up the project
- Fine-tuning the JSON file type
  - Previewing the file
  - Specifying strings for translation
  - Processing embedded content as placeholder tags
    - Marking up HTML tags
    - Marking up placeholders using regular expressions
- Translating and previewing the JSON file
- Exercise
- Summary

### Target Audience:

This course is for:

- translators who already have experience using Trados Studio and want to deepen their knowledge on the above topic

### Prerequisites:

An understanding of Trados Studio basic functionalities and of topics covered in the Studio Level 1 course and Level 2 modules.

### Course Delivery Mode:

This course is available in the following delivery modes:

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- instructor-led, virtual (online) course; no hands-on during the online training session

### Course Duration:

This module takes approximately:

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- 30 minutes during an online course

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**Further Development:**

Attendees should consider attending the following Level 3 courses:

- Level 3 - Configuring File Types Settings
- Level 3 - Maintaining your translation memories (adv.)
- Level 3 - Processing XML files
- Level 3 - Working with Terminology
- Level 3 - Translating subtitling files
- Level 3 - Translating .Net libraries
- Level 3 - Translating Multilingual Excel files
- Level 3 - Translating multilingual XML files

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## Course Title      Translating Multilingual Excel files

### Learning Objectives

This course is designed for users who are already familiar with Trados Studio and want to leverage the advanced product features to work even more efficiently and streamline their processes further. This module focuses on **Multilingual Excel**. Key topics are:

- About multilingual Excel files
- Installing the multilingual Excel file type
  - Installing the Multilingual Excel file type
  - Activating the new file type in Studio
- Configuring the multilingual Excel file type
  - Specifying languages and columns
  - Processing embedded content
- Creating the sample project
- Translating the multilingual document
  - Viewing comments
  - Hiding the file tags
  - Segment verification
  - Pseudo-translating the project
- Creating the multilingual target file
- Software localization project
  - Adapting the file type settings
  - Creating the project
  - Importing existing translations
- Terminology project
  - Configuring the multilingual Excel file type
  - Creating the sample project
  - Importing existing translations
  - Creating multilingual target file
- Summary

### Target Audience:

This course is for:

- translators who already have experience using Trados Studio and want to deepen their knowledge on the above topic

### Prerequisites:

An understanding of Trados Studio basic functionalities and of topics covered in the Studio Level 1 course and Level 2 modules.

### Course Delivery Mode:

This course is available in the following delivery modes:

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- instructor-led, virtual (online) course; no hands-on during the online training session

### Course Duration:

This module takes approximately:

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- 1 hour during an online course



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**Further Development:**

Attendees should consider attending the following Level 3 courses:

- Level 3 - Configuring File Types Settings
- Level 3 - Maintaining your translation memories (adv.)
- Level 3 - Processing XML files
- Level 3 - Working with Terminology
- Level 3 - Translating subtitling files
- Level 3 - Translating .Net libraries
- Level 3 - Translating JSON files
- Level 3 - Translating multilingual XML files

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## Course Title      Translating Multilingual XML files

### Learning Objectives

This course is designed for users who are already familiar with Trados Studio and want to leverage the advanced product features to work even more efficiently and streamline their processes further. This module focuses on **Multilingual XML**. Key topics are:

- About multilingual XML files
- Installing the multilingual XML file type
  - Installing the Multilingual XML file type
  - Activating the new file type in Studio
- Configuring the multilingual XML file type
- Creating the sample project
- Translating the multilingual XML file
- Importing existing translations
- Creating the multilingual target file
- Exercise
- Summary

### Target Audience:

This course is for:

- translators who already have experience using Trados Studio and want to deepen their knowledge on the above topic

### Prerequisites:

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**Further Development:**

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## Course Title      Translating subtitling files

### Learning Objectives

This course is designed for users who are already familiar with Trados Studio and want to leverage the advanced product features to work even more efficiently and streamline their processes further. This module focuses on **Subtitling**. Key topics are:

- About translating subtitling files
- The subtitling plug-in
  - Downloading and installing the plug-in
  - Checking if the plug-in has been installed
- Creating the subtitling project
  - Configuring the general project settings
  - Adding a translation memory
  - Fine-tuning the verification settings
- Translating the subtitling file
  - Opening the Subtitling Data window
  - Translating the first line
  - Previewing the video
  - Exercise
  - Adapting the time codes
- Summary

### Target Audience:

This course is for:

- translators who already have experience using Trados Studio and want to deepen their knowledge on the above topic

### Prerequisites:

An understanding of Trados Studio basic functionalities and of topics covered in the Studio Level 1 course and Level 2 modules.

### Course Delivery Mode:

This course is available in the following delivery modes:

- instructor-led, onsite course; incorporates hands-on time for participants to practice during the onsite training session
- instructor-led, virtual (online) course; no hands-on during the online training session

### Course Duration:

This module takes approximately:

- 2 hours during an onsite course
- 1 hour during an online course

**Trados Certification:**

This course provides some of the knowledge attendees need to pass the Trados Studio Level 3 exam.

The Trados™ Certification program enables individual translators and project managers to validate their knowledge and expertise in the use of Trados products. Achieving Trados Certification demonstrates that you are fully prepared to work with the world's leading translation technology.

Certification in the Trados Studio product can be achieved by taking the following web-based exam:

- Trados Studio – Level 1
- Trados Studio – Level 2
- Trados Studio – Level 3

The exam questions are based on the topics covered in the “Trados Studio – Level 3” modules. Attendance on these courses followed by practical work to experience the topics covered will prepare attendees to take the exam.

The exam consists of 50 questions and lasts 50 minutes. To take the exam, attendees log into their RWS Account and select the **Education** area, where the exams and corresponding training manuals and sample files can be found.

Attendees are advised immediately on completion of the exam whether they have passed or need to retake it. Attendees have up to three attempts to pass the exam. On successful completion, they receive a link to a digital certificate showing that they have passed.

**Further Development:**

Attendees should consider attending the following Level 3 courses:

- Level 3 - Configuring File Types Settings
- Level 3 - Maintaining your translation memories (adv.)
- Level 3 - Processing XML files
- Level 3 - Working with Terminology
- Level 3 - Translating .Net libraries
- Level 3 - Translating JSON files
- Level 3 - Translating Multilingual Excel files
- Level 3 - Translating multilingual XML files

**Further Information:**

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

#### About RWS

RWS Holdings plc is a unique, world-leading provider of technology-enabled language, content and intellectual property services. Through content transformation and multilingual data analysis, our unique combination of technology and cultural expertise helps our clients to grow by ensuring they are understood anywhere, in any language.

Our purpose is unlocking global understanding. By combining cultural understanding, client understanding and technical understanding, our services and technology assist our clients to acquire and retain customers, deliver engaging user experiences, maintain compliance and gain actionable insights into their data and content.

Our clients include 90 of the world's top 100 brands, the top 20 pharmaceutical companies and 19 of the top 20 patent filers. Our client base spans Europe, Asia Pacific, and North and South America. We work in the automotive, chemical, financial, legal, medical, pharmaceutical, technology and telecommunications sectors, which we serve from 80+ global locations across five continents.

Founded in 1958, RWS is headquartered in the UK and publicly listed on AIM, the London Stock Exchange regulated market (RWS.L).

For further information please visit [www.rws.com](https://www.rws.com).

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\*RWS Group shall mean RWS Holdings PLC for and on behalf of its affiliates and subsidiaries.



## Course Title      Working with Terminology

### Learning Objectives

This course is designed for users who are already familiar with Trados Studio and want to leverage the advanced product features to work even more efficiently and streamline their processes further. This module focuses on **Terminology**. Key topics are:

- Creating a termbase from an MS Excel Glossary using MultiTerm Convert
- Creating the termbase using MultiTerm
- Using the termbase
- Filtering entries
- Importing additional entries
- Working with Cloud termbases
- Exporting termbases
- Handling homonyms
- Adding entries with input models
- Maintaining termbases

### Target Audience:

This course is for:

- translators who already have experience using Trados Studio and want to deepen their knowledge on the above topic

### Prerequisites:

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### Course Delivery Mode:

This course is available in the following delivery modes:

- instructor-led, onsite course; incorporates hands-on time for participants to practice during the onsite training session
- instructor-led, virtual (online) course; no hands-on during the online training session

### Course Duration:

This module takes approximately:

- 1 day during an onsite course
- 3 hours during an online course

**Trados Certification:**

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