

Course Title 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 focusses on **Terminology**. Key topics are:

- Creating a termbase from an MS Excel Glossary
 - Opening the Excel glossary
 - MultiTerm Convert
- Creating the termbase
 - Selecting the termbase file and name
 - Selecting additional languages
 - Adding more descriptive fields
 - Importing the termbase content
- Using the termbase
 - Browsing the termbase
 - Searching the termbase
 - Adapting the hitlist
 - Editing entries
 - Adding a new entry
 - Adding synonyms
 - Cross-referencing terms
 - Merging entries
 - Deleting entries
- Filtering entries
 - Simple filter: filtering for entries that belong to a specific domain
 - Advanced filter: all terms that have an English definition or an English context field
- Importing additional entries
 - Converting the glossary
 - Importing the conversion result into our termbase
- Working with cloud termbases
 - Migrating your termbase to the cloud
 - Browsing and searching the termbase
 - Editing entries
 - Adding a note field with hyperlink
 - Adding entries
 - Filtering the termbase
 - Sharing the termbase with other Trados Live users
 - Selecting the termbase in Studio

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 Getting Started course and Intermediate 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:

- 4 hours during an onsite course
- 2 hours during an online course

Trados Certification:

This course provides some of the knowledge attendees need to pass the Trados Studio Advanced exams.

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 – Getting Started
- Trados Studio – Intermediate
- Trados Studio – Advanced

The exam questions are based on the topics covered in the “Trados Studio – Intermediate” 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 40 questions and lasts 40 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 Advanced courses:

- Maintaining your TMs
- Configuring File Types
- Translating 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@sdl.com.