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:

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:

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

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.