

Course Title Trados GroupShare for Translators and Reviewers

Learning Objectives

This course is designed for translators and reviewers who want to get familiar with Trados Studio and Trados GroupShare. The course will cover the following topics:

- Opening GroupShare projects
- Accepting jobs and checking out files from GroupShare
- Translating and reviewing in Trados Studio
- Delivering translated files through GroupShare

Target Audience:

This course is for:

- Translators and reviewers who have never used Trados GroupShare before and want to get started with the system.

Prerequisites:

Basic understanding of PCs, the Windows operating system and MS Word

Course Delivery Mode:

This course is available in the following delivery modes:

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

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.

Topics covered during the course

Basic Concepts

- What is a translation memory?
- What is a termbase?

Overview of Trados GroupShare and Trados Studio

- Scope of Trados Studio: a feature-rich translation productivity solution
- Scope of GroupShare: a centralization and collaboration solution

Trados Studio for Translator

- Introduction to Trados Studio
- User interface overview

Handling Trados GroupShare Projects in Studio

- Opening an Trados GroupShare Project
- Trados GroupShare email notifications
- Checking out file(s) for translation
- Opening a file for translation
- Introduction to the translation Studio editing environment
- Navigating in the editor going up and down to the previous/next sentence
- Translating a sentence from scratch
- Quickly inserting words and expressions suggested by the termbase into your translation
- Confirming translations and saving them to the Translation Memory (TM)
- Effective handling of repeated sentences (Auto-propagation)
- Re-using an existing translation from the TM (exact match)
- Modifying a translation suggestion (fuzzy match)
- Looking up words and expressions in the TM (concordance search)
- Editing source content (e.g. to correct mistakes in the source language)
- Merging and splitting segments
- Applying character formatting
- Inserting tags
- Previewing files (e.g. in MS Word)
- Saving your translation
- As bilingual file
- AutoSave
- Reviewing you translation
- Using track changes
- Adding comments
- Spell checking
- Display filtering, e.g. showing only segments that contain tracked changes and comments
- Checking in files and delivering reviewed and translated files through GroupShare

Handling Trados GroupShare Projects in the Web Browser (Online Editor)

- What is the Online Editor?
- Opening a file for translation in the Online Editor
- Translating a file in the Online Editor
- Navigating in the Online Editor
- Confirming segments
- Delivering the translated file from the Online Editor
- Reviewing the translation in the Online Editor
- Using track changes
- Filtering for modified segments
- Delivering the reviewed file from the Online Editor

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.