Course Title:	Trados Team – Level 1

Learning Objectives:

This course is designed for users who want to get familiar with Trados Team to start working productively as soon as possible. Key topics are:

- Overview of the application
- Configuring the application
- Translating files in Trados Team
- Reviewing files in Trados Team
- Working with project templates
- Using machine translation
- Studio and Trados Team
- The Customer Portal

Target Audience:

This course is for:

- The customer's team, who want to get a full overview of Trados Team, from system configuration to project creation, translation, and review in Trados Team.

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 4 hours

Trados Certification:

This course covers most of the topics that attendees need to pass their Trados Team Level 1 exam.

The Trados™ Certification program enables individual administrators, project managers, translators, and reviewers 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 Team product can be achieved by taking the following web-based exam:

- Trados Team – Level 1

The exam questions are based on the topics covered in the "Trados Studio – Level 1" course. Attendance on the course 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. Training participants will be enrolled in the certification exam on the Center for Learning platform. To take the exam, attendees log into the Center for Learning, where the exams, training manuals and sample files can be found in the corresponding course.

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 badge showing that they have passed. The badge is personal and can be used to promote the learner's status, e.g., in their email signatures, website, etc.

Further Development: At the end of this course, attendees will understand how to configure the system and how to work with projects.

Attendees should also consider attending the following courses:

- Trados Studio – Level 1, which will teach you the basics to get started with the application to be productive from day one
- Trados Studio – Level 2, which will teach you to go beyond the basics for more effective handling of translation projects
- Trados Studio – Level 3, which will teach you to leverage advanced functionality to get the most out of the product
- Trados Enterprise – An Introduction, free eLearning on the RWS University

Further Information: For further information on any of our courses please contact us at producttraining@rws.com

Topics covered during the course

- Introduction to CAT Technologies, including an explanation of
  - Translation memories (TMs)
  - Termbases
  - Machine translation

- Logging on to Trados Team

- Setting up Trados Team
  - Creating customers
  - Creating users
  - Creating a translation memory
  - Creating a termbase
  - Creating a translation engine
  - Creating a workflow

- Creating your first project

- Translating your first document
  - Accepting the translation task
  - Opening the file for translation
  - Overview of the side-by-side editor
  - Translating using Online Editor
  - Completing the translation task

- Reviewing the translation
  - Accepting the task and opening the file for review
  - Reviewing in Online Editor
  - Resolving the changes
  - Removing comments
  - Accepting the rejected segments

- Finalizing the project
  - Checking the task progress
  - Retrieving the target file
  - Setting the project as complete

- Project templates
  - Creating a project template
  - Creating a project with a template
  - The analysis report
  - Translating and reviewing the file

- Segments Fragments

- Creating a project with multiple files
  - Translating the project files
  - Adding a new file to the project
  - Doing the final check
  - Downloading the finalized files

- Using machine translation
  - Adding a machine translation provider
  - Viewing the analysis report
  - Editing the machine-translated file

- Project planning
  - The project planning task

- Using the Dashboard

- The Cloud and Trados Studio
  - Logging in
  - Migrating TM and termbase files to the Cloud
  - Translating cloud projects in Trados Studio
  - Saving a project to the Cloud

- The customer portal
  - Overview of the Customer Portal
  - Assigning templates to a customer
  - Submitting a translation job through the portal

- The most common Online Editor keyboard shortcuts