
SDL* Trados GroupShare

Course Title	SDL Trados GroupShare 2017 for Translators and Reviewers
Learning Objectives:	<p>This course is designed for translators and reviewers who want to get familiar with SDL Trados Studio 2017 and SDL Trados GroupShare 2017. The course will cover the following topics:</p> <ul style="list-style-type: none">- Opening GroupShare projects- Accepting jobs and checking out files from GroupShare- Translating and reviewing in SDL Trados Studio- Delivering translated files through GroupShare
Target Audience:	Translators and reviewers who have never used SDL Trados GroupShare 2017 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 1 day course is available for delivery at your site
Further Information:	For further information on any of our courses please contact us at producttraining@sdl.com

Topics covered during the course:

Basic Concepts

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

Overview of SDL Trados GroupShare and SDL Trados Studio

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

SDL Trados Studio 2017 for the Translator

- Introduction to SDL Trados Studio 2017
- User interface overview

Handling SDL Trados GroupShare Projects in Studio

- Opening an SDL Trados GroupShare Project
- SDL 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 your 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 SDL 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