

Train with CLS Communication

CLS Communication offers a new CLS-tailored SDL TRADOS® Translator's Workbench Online Training course

After the success of our first session, CLS Communication, S.L. is running a second session of Trados training.

This hands-on course is aimed at providing our XPs with the required knowledge about Trados to improve their productivity and to troubleshoot all the Trados related problems they may encounter with CLS type texts. The course will help both first-timers and unskillful Trados users to become experts with this tool so that they can work comfortably with Trados with optimal results.

The courses will be held online, in 3 sessions of one hour duration each. The cost of the workshop is 200 EUR.

Attendees of these online sessions will receive a training manual created by CLS Communication as part of their Online training package.

TRAINING PROGRAM*

- Introduction to CAT Technology and CAT tools : Basic components of SDL Trados 2007
Trados Translator's Workbench
- Arranging your working environment
- Word and the Trados Toolbar
- Trados Workbench User Interface
- Translation Memories: creating TMs and connecting to existing TMs
- Fuzzy Matches and Exact Matches
- Trados Tags
- Concordance Search
- Expanding and Shrinking segments
- Editing translated text →Proofreading phase
- Clean up, back up and delivery of final files
- Document Analysis
- Pretranslating files
- Useful Tips
- Help in case of problems
- Practical exercises

* Program subject to change.

REQUIREMENTS FOR PARTICIPANTS

- Belong to CLS HR or CLS Ext. Recruitment
- PC or laptop with SDL Trados Freelance 7 installed (Workbench and MultiTerm)
- Connection to Internet
- Phone line
- Fluency in English / IT knowledgeable
- Room with no background noise during training