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## SDL\* Trados GroupShare

<b>Course Title</b>	<b>SDL Trados GroupShare for Translators and Reviewers</b>
<b>Learning Objectives:</b>	<p>This course is designed for translators and reviewers who want to get familiar with SDL Trados Studio and SDL Trados GroupShare. The course will cover the following topics:</p> <ul style="list-style-type: none"><li>- Opening GroupShare projects</li><li>- Accepting jobs and checking out files from GroupShare</li><li>- Translating and reviewing in SDL Trados Studio</li><li>- Delivering translated files through GroupShare</li></ul>
<b>Target Audience:</b>	Translators and reviewers who have never used SDL Trados GroupShare before and want to get started with the system.
<b>Prerequisites:</b>	Basic understanding of PCs, the Windows operating system and MS Word
<b>Course Delivery Mode:</b>	<p>This course is available in the following delivery modes:</p> <ul style="list-style-type: none"><li>- hands-on and classroom based, delivered over 1 day</li><li>- live and web based, delivered over 3 hours</li></ul>
<b>Further Information:</b>	For further information on any of our courses please contact us at <a href="mailto:producttraining@sdl.com">producttraining@sdl.com</a>

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## 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 for the Translator

- Introduction to SDL Trados Studio
- 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

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- 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