

**The Metroplex Interpreters and Translators Association
presents:**

A WEEKEND OF *TRADOS STUDIO 2009* WORKSHOPS

**Saturday, September 18, 2010 9:00 am - 4:00 pm
& Sunday, September 19, 2010 9:00 am – 3:00 pm**

**Building C- Room, C-242. North Lake College, 5001 N. MacArthur
Blvd., Irving, TX 75038 www.northlakecollege.edu**

In one weekend, MITA will offer a series of 2 workshops in one weekend designed to help transform even first-timers into skillful TRADOS users that are able to benefit from the more advanced features of the software.

BEGINNERS

Saturday, September 18, 2010

9:00 a.m. - 12:00 p.m. Teaching session
12:00 - 1:00 p.m. Lunch
1:00 - 4:00 p.m. Hands-on practice and Q&A session

This workshop includes a 3-hour hands-on practice and Q&A session to allow participants ample time to practice their new skills at their own pace and ask questions so that they are ready to start using Trados Studio efficiently right away.

OBJECTIVES:

- Find out what Trados Studio 2009 does and doesn't do.
- Learn how to use the basic functions of Trados Studio 2009.
- Learn how to upgrade/import translation memories for use with Trados Studio 2009.
- Discover how to make the most of this software and put it to good use.
- Hear about common practice regarding the translator-Trados-client relationship, including "Trados rates."

...in other words: To get you up and translating with Trados Studio 2009, and to feel good about it!

WHO SHOULD ATTEND?

- Those who have been thinking about purchasing Trados Studio 2009 or upgrading to it.
- Those who already own Trados Studio 2009 but feel that they are not aware of or don't know how to use all the basic features and efficiencies the program offers.
- Note that this workshop is meant for those who have no or very little previous experience in using Trados Studio. If you already know the basics of Trados

Studio, you should take the *Trados Studio 2009 Workshop for Intermediate Users* instead.

WHAT DO I NEED TO BRING TO THE WORKSHOP?

- Since this workshop includes a hands-on component, you need a laptop computer to get the full benefit of the course. However, you will likely find this workshop useful even if you come without a computer. Note that **MITA WILL NOT** provide computers.
- You also need to have Trados Studio 2009 already **installed and functioning** before the workshop. Trados Studio 2009 trial version (valid for 30 days) is sufficient for the workshop, and can be downloaded from www.translationzone.com/en/landing/sdl-trados-studio-trial/default.asp.
- Optional: Feel free to bring your own translation memories and termbases for upgrading them and any other files you would like to work with using Trados Studio.

Note that space in the introductory workshop is limited to 20 participants WITH computers and 10 WITHOUT computers. Please indicate in your registration form whether you will bring a computer or not.

INTERMEDIATE USERS

Sunday, September 19, 2010

9:00 a.m. - 12:00 p.m. Teaching session

12:00 - 1:00 p.m. Lunch

1:00 - 3:00 p.m. Hands-on practice and Q&A session

This workshop includes a 2-hour hands-on practice and Q&A session to allow participants ample time to practice their new skills at their own pace and ask questions so that they are ready to start using Trados Studio more efficiently right away.

OBJECTIVES:

- Learn about some of the more advanced Trados Studio topics, such as translation memory fields, translation memory management, file type settings, verification tools, auto-propagation, and compatibility issues.
- Learn how to convert glossaries from Excel format to MultiTerm termbases for use with Trados Studio.

WHO SHOULD ATTEND?

- Those who are already using Trados Studio 2009 but would like to know more about its intermediate/advanced features.
- Those who take Saturday's *Trados Studio 2009 Workshop for Beginners* and would like to learn more.
- Note that this workshop is meant for those who already have some previous experience in using Trados Studio. If you don't have any previous experience or your experience is very limited, you should also take the *Trados Studio 2009 Workshop for Beginners*.

WHAT DO I NEED TO BRING TO THE WORKSHOP?

- Since this workshop includes a hands-on component, you need a laptop computer to get the full benefit of the course. However, you will likely find this workshop useful even if you come without a computer. Note that **MITA WILL NOT** provide computers.
- You also need to have Trados Studio 2009 already **installed and functioning** before the workshop. Trados Studio 2009 trial version (valid for 30 days) is sufficient for the workshop, and can be downloaded from www.translationzone.com/en/landing/sdl-trados-studio-trial/default.asp.
- Optional: Feel free to bring your own translation memories, termbases and glossaries for upgrading/converting them and any other files you would like to work with using Trados Studio.

INSTRUCTOR:

[Tuomas Kostianen](#) is an SDL-approved Trados Trainer and has several years of experience in using Trados as a freelance English to Finnish translator and Trados trainer. He has given several Trados workshops for MITA and other translator organizations.

NOTE: This workshop does **NOT** cover earlier versions of Trados. Because the new Trados Studio 2009 is very different, this workshop will not help you with the use of the earlier versions. If you are interested in workshops or training for the earlier versions (Trados 2007 or older), please contact the instructor.

Note that space in the introductory workshop is limited to 20 participants WITH computers and 10 WITHOUT computers. Please indicate in your registration form whether you will bring a computer or not.

ATA CONTINUING EDUCATION CREDIT:

ATA-certified members can earn up to 10 Continuing Education Points for the workshop.

PRE-REGISTRATION REQUIRED!

To register for this workshop, please submit the registration form with your payment to MITA c/o Martina Heine-Kilic, 129 Spyglass Dr., Coppell, TX 75019 or via email to treasurer@dfw-mita.com and submit your payment via Paypal to the same address. Remember that space is limited, and will be assigned as soon as you submit your registration form and we receive your payment.

To access the workshop registration form, please click on the following URL:
<http://www.dfw-mita.com/uploads/mita-2010-trados-workshop-registration.pdf>.