

1-week intensive course:

Becoming a technical project manager / language engineer

Each day can be booked individually.

The test at the end is optional.

Monday	Office formats: Word, PowerPoint	<ul style="list-style-type: none"> - Finding possible issues in the document - Hiding text - Define translation processes - Settings within SDL Trados Studio and memoQ - Troubleshooting error messages with Word files in SDL Trados Studio
Tuesday	Office formats: Excel	<ul style="list-style-type: none"> - Finding possible issues in the document - Hiding text - Sorting/filtering/formulas to separate or merge columns - Processes for multilingual Excel files - Settings within SDL Trados Studio and memoQ - Using regular expressions to mark up placeholders
Wednesday	Tagged formats	<ul style="list-style-type: none"> - Introduction to the structure of tagged file formats (elements/tags, attributes, attribute values, comments...) - Settings within SDL Trados Studio and memoQ for HTML - Settings within SDL Trados Studio and memoQ for XML - Processes for multilingual XML files using XPATH - Troubleshooting errors with XML files
Thursday (morning)	Regular expressions	Using regular expressions (REGEX) for filter creation (text files), for search/replace actions and within the QA settings of SDL Trados Studio and memoQ
Thursday (afternoon)	DTP formats	<ul style="list-style-type: none"> - Exchange formats and translation processes for InDesign, FrameMaker etc. - Preparation and post-production processes for DTP formats
Friday	Test	3-hour test on the topics of the week (The test is optional. Without the test, participants receive only a certificate of attendance)

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Translation Tools Consultant

For more information on prices and training dates, send an e-mail to Mrs. Angelika Zerfaß (zerfass@zaac.de).

The training will take place in Bonn, Germany (Bendenweg 101, 53121 Bonn).

(Individual) training days can also be held at your premises. Please request a customized offer.

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