

# **SDL Trados Studio 2009**

Practical Manual for Beginners

(Manual for Freelancers)

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## About this manual

This manual has been designed for novice translators with no experience of Trados or SDLX, as well as for translators with Trados and SDLX experience who wish to learn how to use this program as quickly as possible. It does not explain each and every feature of the program, as it is mainly intended at giving an overview of the main functions and training the future user in a quick and practical way. This manual is designed for independent translators or editors - however you can find another manual on our webpage [www.tradosmanual.com](http://www.tradosmanual.com) another one which addresses the needs of project managers and SDL Trados Studio 2009 Professional users.

Within the manual, you will come across notes, tips and exercises put into orange, pink and blue frames, respectively:

**Note:** These remarks give additional important information about a function's usefulness or about possible problems you may encounter.

**Tips:** These remarks offer tips or other useful tricks.

**Exercises:** You will find such frames at the end of each chapter. Completing these exercises will help you putting the lesson you've just learned in practice.

In order to finalise your training, we recommend taking a look at the SDL Trados Studio 2009 online help feature, the migration manual and dedicated forums; or to follow an official training course for SDL.

## Installing and activating the program

In order to learn how to install and activate the program, please follow one of the following procedures:

- Follow the instructions from SDL
- Follow the instructions from SDL's installation manual:  
[http://www.lspsoftware.pl/download/Studio\\_Installation\\_Guide.pdf](http://www.lspsoftware.pl/download/Studio_Installation_Guide.pdf)
- Take part in one of the webinars organised by SDL by signing up on this webpage:  
<http://www.lspzone.com/en/news/webinar-recordings/installing-and-activating-sdl-trados-studio-2009.asp>.

## Troubleshooting

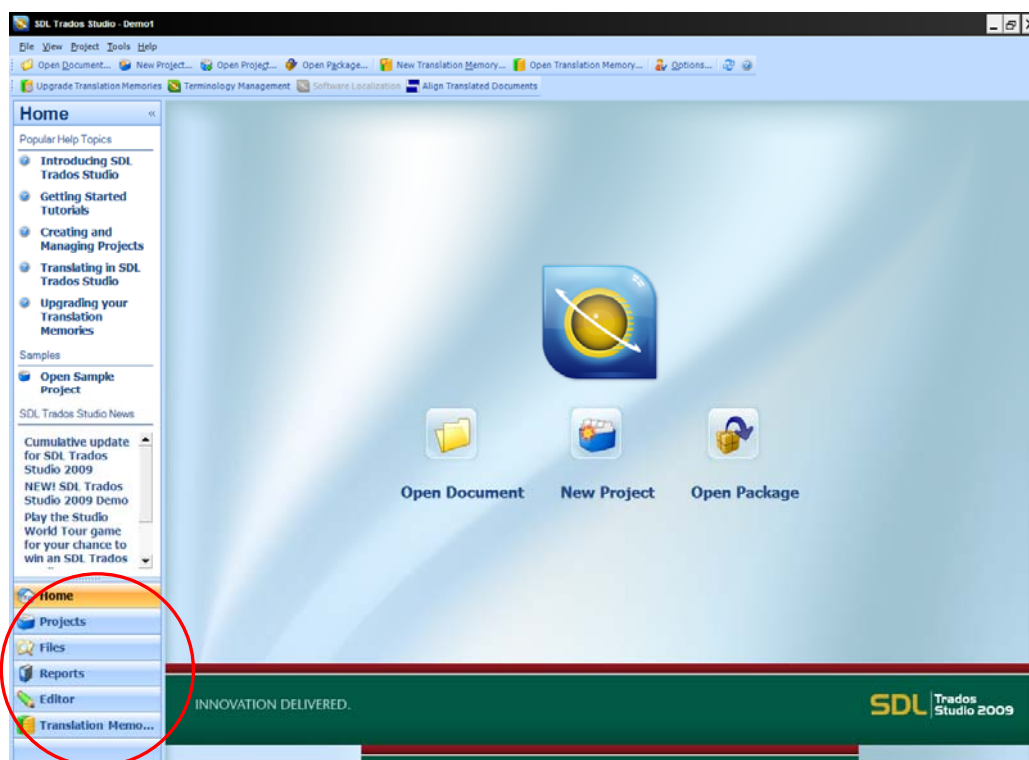
Trados offers you thousands of functions and options, so it is impossible for me to deal with all the problems that may theoretically arise when you use it. If you have a problem that does not appear in this short table, I advise you to use the official Trados support or an Internet forum like the Proz forum ([http://www.proz.com/forum/sdl\\_trados\\_support-65.html](http://www.proz.com/forum/sdl_trados_support-65.html)) or Talisma (<http://talisma.sdl.com>).

# Introduction

## 1. Views

SDL Trados Studio regroups in a single program all of the applications which used to be separated in previous versions of Trados and SDLX. Besides, it also allows you to manage projects, shipping dates, reports and so on in a centralized way. For experienced SDL Trados users, Studio actually is the new version of SDL Trados Synergy.

The main window offers several views which allow accessing the different options of the program. The buttons which enable the different views are located at the bottom left of the main window:



- The **Home** view allows you to translate an isolated document, create projects and open packages received from translation agencies.
- The **Projects** view allows for managing projects.
- The **Files** view allows you to manage the different files comprised within one project..
- The **Reports** view makes it possible to access the reports (word count, etc.).
- The **Editor** view is the main view, the one you will use when translating the documents.
- The **Translation Memories** view enables translation memories management.

## 2. Workflows

These are three potential workflows that you can follow in SDL Trados Studio as a freelancer. These are workflows that you control and can change to suit your needs.

- Single-file translation lifecycle
- Project translation lifecycle
- Package translation lifecycle

### How do I know which workflow I should follow?

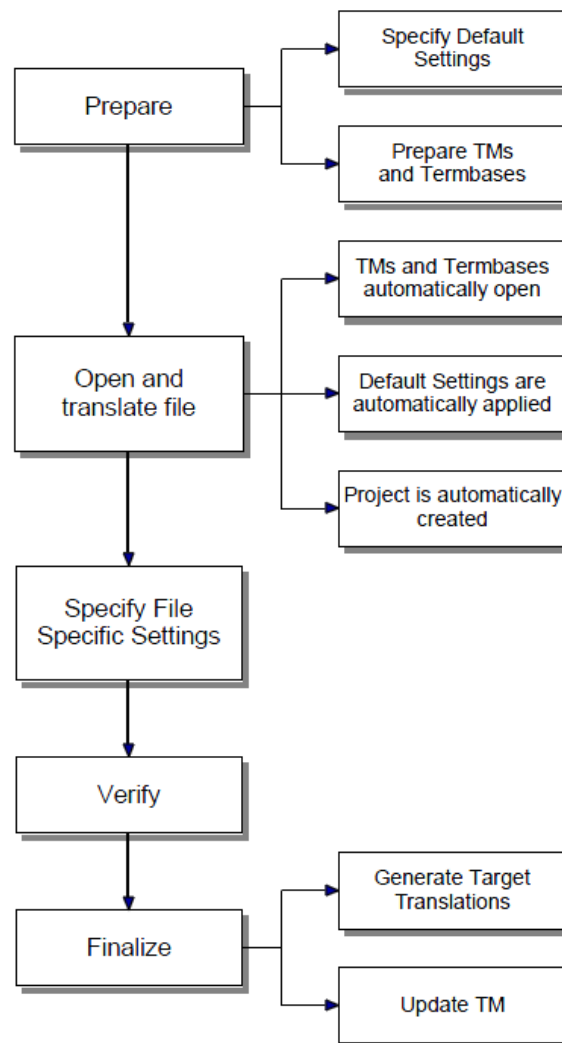
Each kind of workflow is used for a different script. Here are a few clues to help you:

#### 1. Single-file translation lifecycle

Typical script:

- You receive from your translation agency a single file for a final customer called Pepito and you don't think you will receive more requests for Pepito in the future.

Here's the workflow:

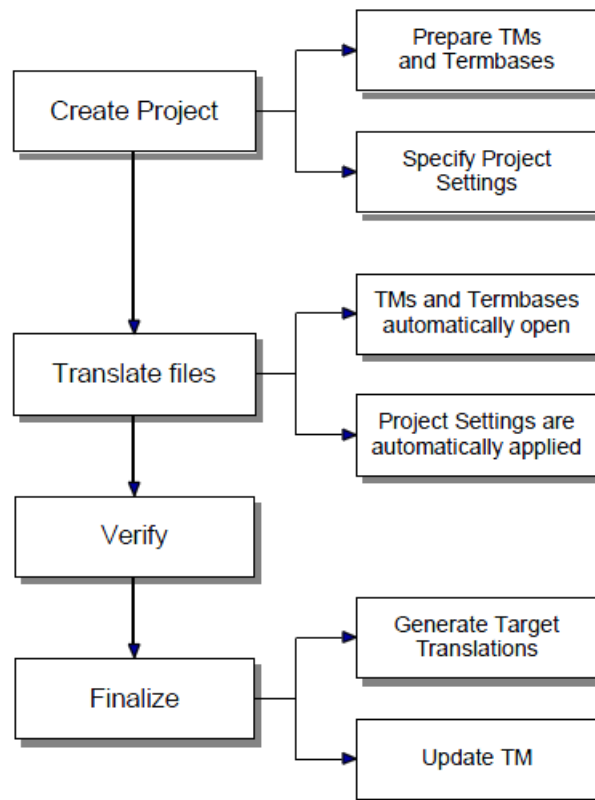


## 2. Project translation lifecycle

Typical script:

- You receive from your translation agency a single file for a final customer called Siemens and you know you will receive many requests for that final customer in the future, or
- You receive from your translation agency a single file for a final customer you usually work for, or
- You receive from your translation agency a project containing several files.

Here's the workflow:

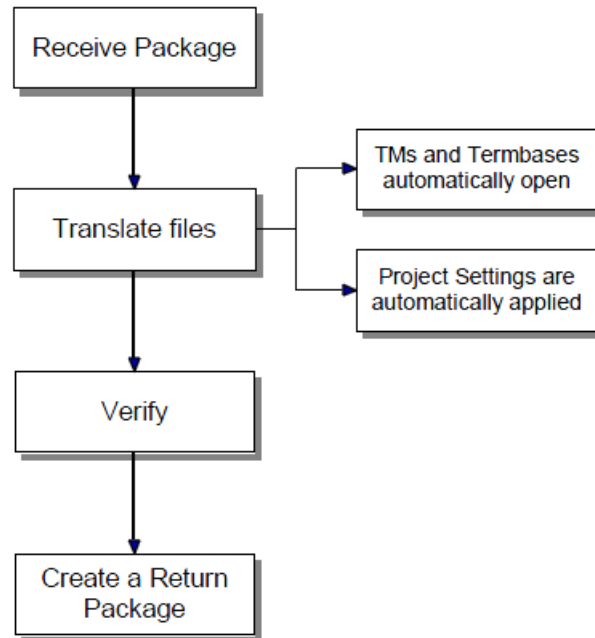


### 3. Package translation lifecycle

Typical script:

- You receive from your translation agency a package created in SDL Trados Studio.

Here's the workflow:



**Note:** Many steps are common to the three workflows. In this manual, we will first learn the Single-File Workflow step-by-step. In the last sections, we will learn the Project and Package Workflows specifics.

# **SECTION 1**

## Single-File Workflow

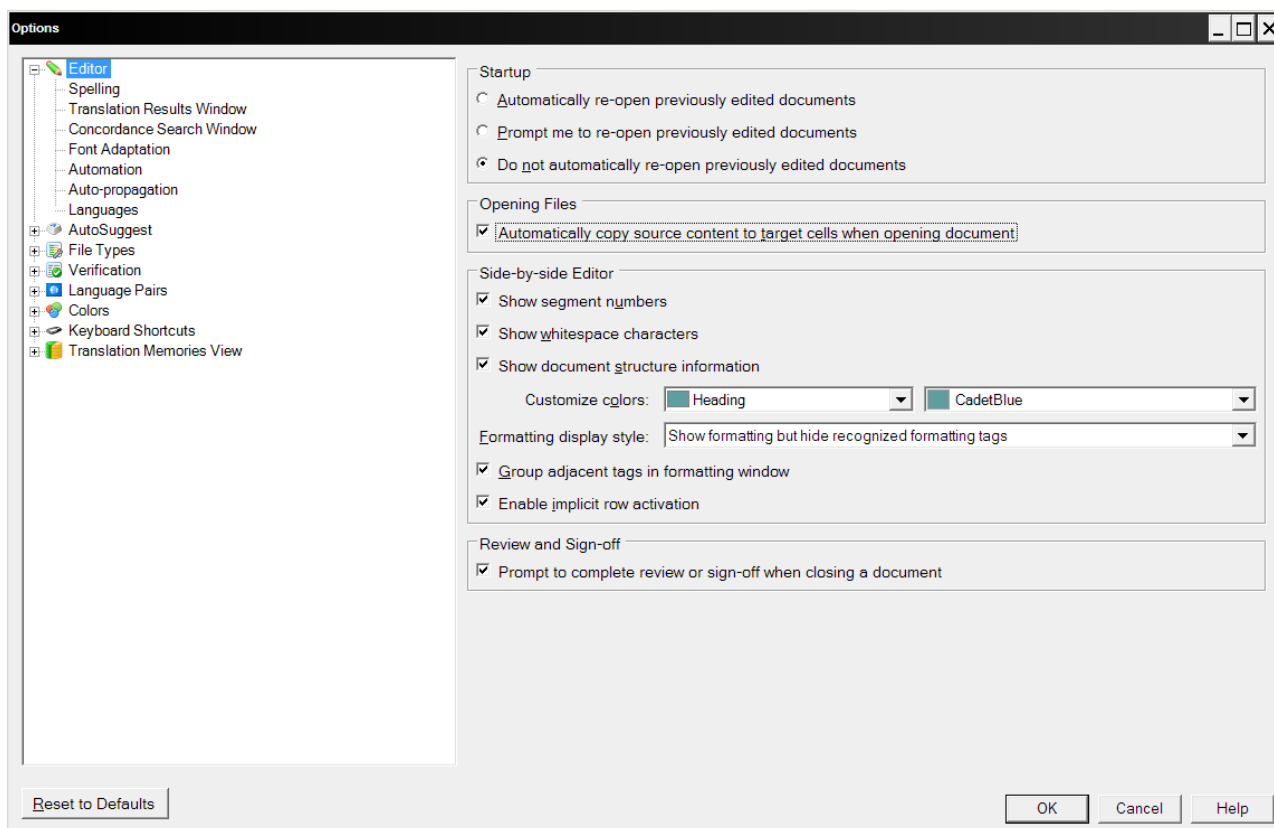
# Chapter 1: Preparation

## A. Defining Default Settings

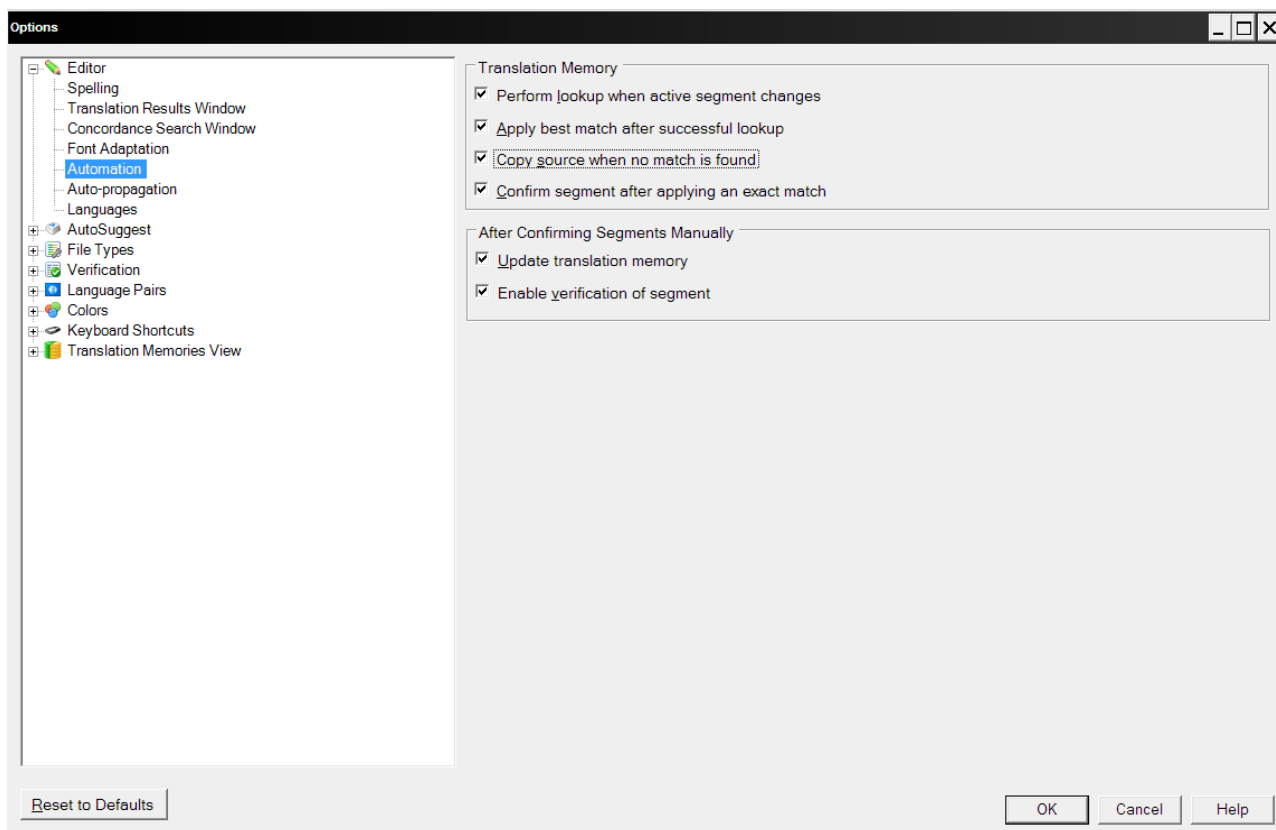
In order to simplify your learning and to work in optimal conditions, we will first change a few options parameters. You can define default settings for use in your translation in the **Options** dialog box. These settings are used when you open a single-file for translation (Single-File Workflow) and when you create a project (Project Workflow). Select **Tools > Options** to display the **Options** dialog box.

**Note:** Unfortunately, to make this guide as short as possible, I can't explain here the function of all the options I will ask you to activate. Just do it for the moment and as soon as you master the program, please have a look at the Help to know each of them and change them according to your specific needs. In any case, the settings I suggest here are the most useful and common and should be ideal in almost all the cases.

Click on **Editor** and check the boxes as illustrated:



Under **Editor > Automation**, check the following boxes:



Under **Editor > Autopropagate**, check the following boxes:

