

**The Northern California Translators Association presents:**

## **A HANDS-ON TRADOS WORKSHOP FOR BEGINNERS**

**Saturday, November 22, 2008**

**11:45 a.m. - 4:00 p.m.**

Mechanics' Institute Library Meeting Room, 4th Floor, 57 Post Street (near Market Street), San Francisco

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### **OBJECTIVES:**

- To demonstrate what Trados does and doesn't do.
- To explain the translation process using Trados.
- To teach how to use the basic functions of Trados Workbench.
- To discuss the translator-Trados-client relationship, incl. Trados rates.

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

### **WHO SHOULD ATTEND?**

- Those who have been thinking about purchasing Trados.
- Those who already own Trados but have been too afraid to start using it.
- Those who have used Trados on a few projects but feel that they are not aware of or don't know how to use all the basic features and possibilities Trados Workbench offers.

### **WHAT IS NOT COVERED?**

- Since this is only a 4-hour basic course, we will NOT cover the use of Tag Editor, WinAlign, MultiTerm and some other more advanced features of the Trados package.

### **WHAT IS REQUIRED?**

- Since this is a HANDS-ON workshop, 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 NCTA will NOT provide computers.
- You also need to have Trados (preferably version 7 or 8) and MS Word already installed before the workshop. Trados trial version is sufficient for the workshop, and will be provided to participants.

### **INSTRUCTOR:**

*Tuomas Kostainen* has several years of experience in using Trados as a freelance English to Finnish translator and Trados trainer. He has also given several previous NCTA Trados workshops.

**ATA Continuing Education Credit:** ATA-certified members will earn up to 4 Continuing Education Points.

### **PRE-REGISTRATION REQUIRED!**

Remember, space is limited. To register for this workshop, visit [www.ncta.org/cde.cfm?event=233327](http://www.ncta.org/cde.cfm?event=233327), or submit the attached registration form.

### **QUESTIONS? NEED MORE INFO?**

E-mail Norma Kaminsky at: [continuing-ed@ncta.org](mailto:continuing-ed@ncta.org).

**NO ONSITE REGISTRATION! PRE-REGISTRATION REQUIRED!**

## A HANDS-ON TRADOS WORKSHOP FOR BEGINNERS REGISTRATION FORM

Mail this form with payment to: NCTA Workshops, P.O. Box 14015, Berkeley, CA 94712-5015. Or register online at [www.ncta.org](http://www.ncta.org).

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(include area code)

Address: \_\_\_\_\_

E-mail (for your receipt): \_\_\_\_\_

### Indicate fees enclosed:

NCTA member:	\$45 (postmarked by Nov. 3)	\$55 (after Nov. 3)
Non-member of NCTA:	\$75 (postmarked by Nov. 3)	\$85 (after Nov. 3)
New member of NCTA*:	\$105 (postmarked by Nov. 3)	\$115 (after Nov. 3)

\*Registration at member price + \$60 dues for a one-year membership

Are you planning to bring a laptop?    yes     no     not sure

### Payment Method:

\_\_\_\_\_ Check or money order made payable to "NCTA" ⇨ Mail to: NCTA Workshops, P.O. Box 14015, Berkeley, CA 94712-5015

You may also register online at [www.ncta.org/cde.cfm?event=233327](http://www.ncta.org/cde.cfm?event=233327) (payment through [www.PayPal.com](http://www.PayPal.com) using Visa, MasterCard, Discover or American Express credit card, an eCheck or a PayPal balance. No PayPal account is required.)

*Cancellation policy: Refunds are issued only if notice of cancellation is received by November 15th, 2008. A cancellation fee of \$10 is charged for all cancellations.*

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