

Introduction: PC skills and Basics of Translation Processes/Module 1

Introduction

In this module, trainees will be introduced to the PC environment, learning basic OS features, word processing, compressing and emailing applications and related file formats. The translation/localization workflow will also be presented, including useful tools and processes to achieve linguistic and formatting quality, such as client style guides and glossaries.

Course/module Description

Trainees will be introduced to the translation/localization industry by means of presentations and case studies. Focus will be made on the role of the translator in the larger localization picture and how translation is part of a more complex workflow. The general approach is reading and discussing theoretical material and introducing controlled practice projects that will give trainees the chance of experiencing previously discussed issues. At this point, trainees will be expected to become familiar with basic computing skills and file handling.

Training topics

- Work environment: Windows XP, MSWord, MSEXcel y MSPowerPoint courses.
- File transference and compression.
- Formats (DOC, TXT, RTF). Format conversion and exchange.
- General TEP workflow.
- Generic Spanish style guides, client specific style guides.
- Linguistic QC processes
- Formatting QC (conventions, process)