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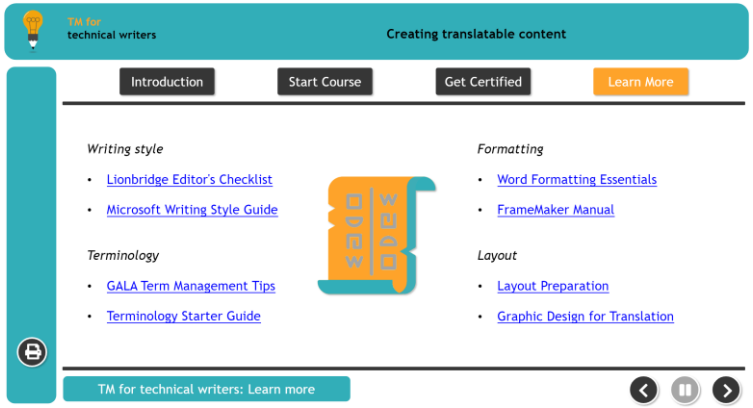
Module 1 - Creating translatable content Writing style • Lionbridge, (2019) Writing for Translation: 10 Translation Tips to Boost Content Quality: https://www.lionbridge.com/blog/translation-localization/writing-for-translation-10-expert-tips-to-boost-content-quality • Microsoft, (2019) Microsoft Writing Style Guide: https://docs.microsoft.com/en-us/style-guide/welcome Terminology • GALA, (2019) Professional Corporate Terminology Management: Tips and Tricks for a Successful Introduction: https://www.gala-global.org/publications/professional-corporate-terminology-management-tips-and-tricks-successful-introduction-0 • TerminOrgs, (2019) Terminology Starter Guide: http://www.terminorgs.net/downloads/TerminOrgs_StarterGuide_V2.pdf Formatting • How-To Geek, (2019) The Interface, Fonts, and Templates: https://www.howtogeek.com/school/microsoft-word-document-formatting-essentials/lesson1 • Rike Franklin, (2019) Frustrated with FrameMaker?: http://rikefranklin.com/homepage/tech_assignments/framemaker_manual.pdf Layout • Accredited Language Services, (2019) How to Prepare a Document's Layout Before Translation: https://www.accreditedlanguage.com/translation/how-to-prepare-a-documents-layout-before-translation • MtM LinguaSoft, (2019) Tips on Graphic Design for Translation 1: Styles, Layouts, Fonts: https://www.mtmlinguasoft.com/tips-on-graphic-design-for-translation-1-styles-layouts-fonts	

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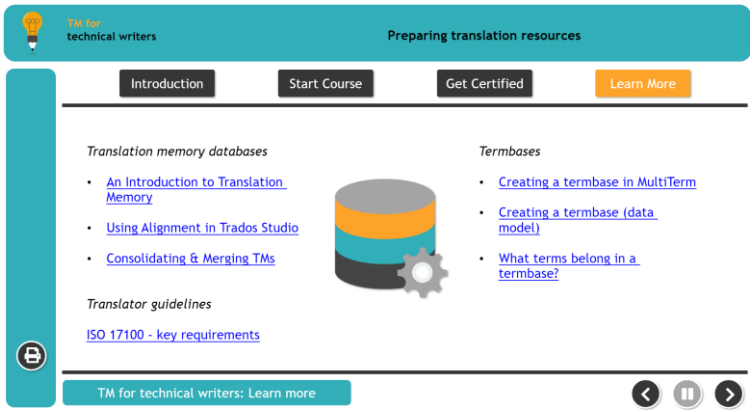
Module 2 - Preparing translation resources Translation memory databases • Goldsmith Translations, (2019) An Introduction to Translation Memory: https://www.goldsmithtranslations.com/publications/An_introduction_to_translation_memory.pdf • SDL, (2019) How to use the translation alignment tool in SDL Trados Studio 2019: https://www.youtube.com/watch?v=I9DGXVHkeYk • eXcel translations, (2019) Best Practices for Consolidating & Merging Translation Memories from Multiple LSPs: A Case Study: https://exceltranslations.com/translation-memories-multiple-lsps Termbases • SDL, (2019) How to create a termbase in SDL MultiTerm: https://www.sdltrados.com/video/how-to-create-a-termbase-in-sdl-multiterm/112370 • SDL, (2019) Creating a termbase - the data model, data categories and what to include: https://www.sdl.com/video/creating-a-termbase-video/72090 • SAP, (2019) Are they worthy: What terms belong in a termbase?: https://blogs.sap.com/2013/06/28/are-they-worthy-what-terms-belong-in-a-termbase Translator guidelines • AFIT ROMÂNIA, (2019) Key requirements of the translation services standard EN ISO 17100:2015 and its implications: http://afit.ro/doc/fisiere/FT2016/1_Monika_Popiolek_ISO_17100_Keynote.pdf	

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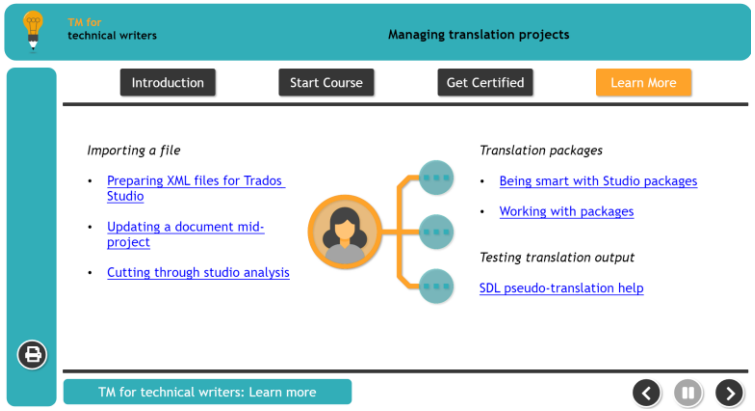
Module 3 - Managing translation projects Importing a file • SDL, (2019) How to prepare XML files in SDL Trados Studio: https://www.sdltrados.com/video/how-to-xml-files/148860 • SDL, (2019) How to update a file mid-project in SDL Trados Studio 2019: https://www.youtube.com/watch?v=Mv9d0ph65jE&feature=youtu.be • multifarious, (2019) Cutting through the Studio Analysis…: https://multifarious.filkin.com/2015/10/18/cttsa Translation packages • multifarious, (2019) Being smart about a Studio Package…: https://multifarious.filkin.com/2016/10/02/sdlppx_be_smart • SDL, (2019) Overview: Working with Packages: http://producthelp.sdl.com/sdl%20trados%20studio/client_en/Projects_View/Packages/P_Overview_Working_with_Packages.htm Testing translation output • SDL, (2019) About Pseudo-translation: http://producthelp.sdl.com/sdl_trados_studio_2014/client_en/About_Pseudo-translation.htm	

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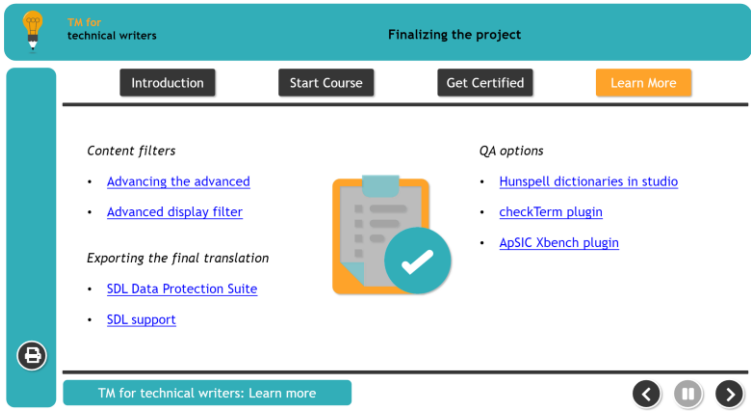
Module 4 - Finalizing the project Content filters • multifarious, (2019) Advancing the Advanced…: https://multifarious.filkin.com/2017/12/19/advancing-the-advanced • SDL, (2019) Editing with Advanced Display Filter: LiveContent - Editing with Advanced Display Filter QA options • multifarious, (2019) Hunspell dictionaries in Studio…: https://multifarious.filkin.com/2018/10/31/hunspell-dictionaries-in-studio • SDL, (2019) checkTerm: https://appstore.sdl.com/language/app/checkterm/749 • SDL, (2019) ApSIC Xbench Plugin: https://appstore.sdl.com/language/app/apsic-xbench-plugin/354 Exporting the final translation • SDL, (2019) SDL Data Protection Suite: https://appstore.sdl.com/language/app/sdl-data-protection-suite/936 • SDL, (2019) SDL Support: https://www.sdl.com/support	

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