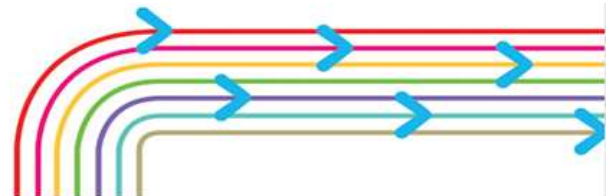


xTm TRAINING SESSION OUTLINE

FOR

FREELANCE ACCOUNT USERS



Freelance Training Session Outline

Documentation for Training session for Freelance account users

Published by XTM International Ltd.

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Projects

- Creating projects
 - o Supported file formats,
 - o Setting workflow – definition of the different steps and the transition between steps
 - o Memory settings, use memory of, approving leveraged and non-trans, steps, joining files, use not approved memory and when segments become approved
 - o Reference material – how it can be downloaded by a translator
- Current projects
 - o Simple search
 - o Advanced search,
 - o Actions for projects
 - o Describing the icons
 - o Extra information pop-up
- Project Editor
 - o General info,
 - o Metrics
 - o Statistics
 - o Workflow splitting into bundles
 - o Files
 - o Estimates
 - o Changing workflow

Customers

- Importing
- Adding
- Editing
 - o Estimate factors
 - o Language combinations
 - o Translation options

TM Manager

- Finding segments
- Find & replace
- Describing the icons  ,  ,  ,  , 
- Importing TM (show on an example)
- Exporting TM

Freelance Training Session Outline

Terminology

- Adding (term details- fields)
- Deleting
- Importing including adding to existing terms
- Exporting

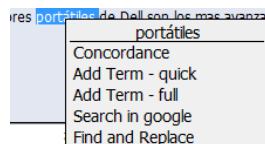
Configuration

- Help and information,
- Setting up personal details,
- Administrator's role: data,
- Renew subscription,
- Payments,
- Billing details,
- Server settings

XTM Workbench

Everything shown on an example of a document for translation

- Opening Workbench from the Project Editor
- Types of matches (ICE, leverage, fuzzy, fuzzy repeat, also Google machine translation matches)
- Describing all context sensitive menus and icons with all their functions:



- Inline elements
- QA and its warnings
- Entering special characters
- Navigation within the document
- Segment status (colors and letters, changing the status)
- RTL languages