Exercise 3 – Instructions

1. The client is Apextra.
2. Go to **Project List** view.
3. Create a project.
4. Create a local client TM.
   1. Location “…Training Files/Memories”
   2. Name : apextra\_SWRE\_enus\_ttll\_wfm (replace “ttll” with your target language, e.g. frfr)
5. Create a local field-based TM (Field: SWRE).
   1. Location “…Training Files/Memories”
   2. Name : ftm\_SWRE\_enus\_ttll\_wfm
6. Create local client glossary.
   1. Location “…Training Files/Glossaries”
   2. Name : apextra\_SWRE\_enus\_ttll\_wfg
7. Create local field glossary (Field: SWRE).
   1. Location “…Training Files/Glossaries”
   2. Name : fg\_SWRE\_enus\_ttll\_wfg
8. Create the project and open it.
9. STOP AND WAIT!
10. Translate
    1. Add 5 terms to the glossaries
    2. Practice inserting terms using shortcuts, mouse, and/or autosuggest
    3. Change case of Champollion, Wordfast
11. Transcheck
12. Revision
13. Proofread
14. Project Cleanup