TRANSLATION WORKSPACE

Training from GeoWorkz

Learn How to Get More from Your Subscription to Improve Productivity and Lower Costs

Drawing on more than a decade of localization and translation leadership, the Translation Workspace, powered by Logoport from Lionbridge, provides a comprehensive and sophisticated work environment to streamline the translation process for freelance translators, agencies and enterprises. Through an on-demand, software-as-a-service (SaaS) architecture and the broad range of productivity features, the Translation Workspace delivers advanced Live Asset™ functionality in a high-performance environment that is easy to adopt, administer and use. What's more, Translation Workspace is available through flexible, pay-for-use subscriptions that deliver immediate value while timing technology spend to your business needs.

Extensive Training Options
Maximize your productivity through an extensive range of training options for the Translation Workspace. For subscription managers, translators, asset managers, and project support engineers, these streaming and downloadable materials are available on-demand to give you more insights on how to get the most from Translation Workspace. Alternatively, you can sign up for a live online training webcast, including a Q&A session with a Lionbridge Customer Success Team representative.

Quick Start Program
For users who are new to Translation Workspace, we offer the Quick Start Program. In three easy steps, individuals in any role can become productive users of Translation Workspace

Free Online Instructor-Led Training Events
Sign up for our regularly scheduled events and hear our Customer Success Team discuss popular and valuable training topics while they present features that are relevant for your specific role. Each session includes a Q&A session, where you can get immediate answers to your specific questions. Training sessions are scheduled to cover multiple time zones. Users can sign up for upcoming training events on the Support section of GeoWorkz.com.

Streaming and Downloadable Training Materials
Access the extensive selection of training materials with streaming or downloadable content available when you need it, 24/7. Browse the list of available topics and descriptions to find the training and information that meet your needs. Presentations include options to launch audio commentary describing Translation Workspace features in use and recorded demos showing you where to click. Find the courses you need in the Support section at GeoWorkz.com.
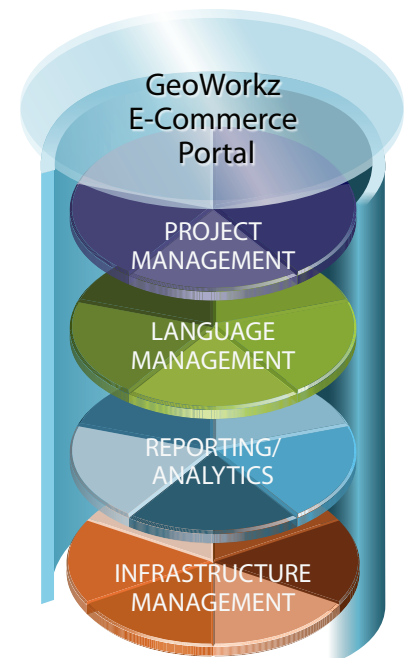
THE ADVANTAGES OF TRANSLATION WORKSPACE TRAINING PROGRAMS

» Free regularly scheduled online, instructor-led sessions

» Training materials for all user functions

» Self-paced, on-demand courses - download or streaming

THE BENEFITS OF TRANSLATION WORKSPACE TRAINING

With Translation Workspace training, subscribers can:

» Use Translation Workspace more effectively and efficiently

» Become productive faster

» Speed your time to new revenue

» Learn how Live Assets™ can accelerate your business

GeoWorkz E-Commerce Portal

- PROJECT MANAGEMENT
- LANGUAGE MANAGEMENT
- REPORTING/ ANALYTICS
- INFRASTRUCTURE MANAGEMENT

Learn how the Translation Workspace can help you.
Free training courses are available.
Sign up at GeoWorkz.com

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Training Topics for Every Role

Whether you're a subscription manager, translator, asset manager or project support engineer, Lionbridge offers useful training sessions that are relevant to your role. Access the training materials on your own or sign up for a live session with our Customer Success Team.

ROLE	DESCRIPTION
Subscription Manager	You have administrative privileges within your tenancy in Translation Workspace. You access account and license management functions and usage reporting.
Translator	You use Translation Workspace assets (TMs, glossaries) to manage your projects and improve your productivity. You also access bilingual review packages to carry out review tasks using the Online Review Tool.
Asset Manager	You are responsible for managing Live Assets™, from creation to maintenance. You also set permissions for other users who need access to language assets.
Project Support Engineer	You access Translation Workspace to execute technical project support tasks, such as preparing files for translation and making translated files ready for delivery.

Translation Workspace User Roles

GeoWorkz offers an extensive selection of streaming training materials suited to your role. Browse the list of available topics and descriptions to find the ones that meet your needs. Interactive presentations will include options to launch audio commentary and recorded demos of the product features in use.

Training Topic	Description	Subscription Managers	Translators	Asset Managers	Project Support Engineers
Introduction to Translation Workspace	Discover Translation Workspace, and the amazing world of Live Assets™.	●	●	●	●
Subscription Management Administration	A detailed view of Subscription Manager tasks. • Account management including word usage & account enablement • License management • Support options • Reporting on volume usage	●			

● Highly Recommended
O Additional Information

Translation Workspace is available at www.geoworkz.com

Training Topic	Description	Subscription Managers	Translators	Asset Managers	Project Support Engineers
Introduction to Translation Tools	Learn about Computer Aided Translation (CAT) and the benefits reaped from using a CAT Tool. • Key concepts • Available functionality		●	O	O
Translation Workspace Client - XLIFF Editor	How to use the XLIFF Editor during translation. • CAT usage • Translation in practice • Using the XLIFF Editor to conduct translations		●		
Translation Workspace Client - Word Plug-in	How to use the Microsoft Word Plug-In during translation. • CAT usage • Translation in practice • Using the Word plug-in to conduct translations		●		
Online Review Client	How to use the Online Review Client to provide review feedback. • Overview of the Online Review Tool and its benefits • Review tool interface • Conducting a review of translated materials		●		
Introduction to Live Asset™ Administration	A general introduction to Translation Workspace asset management. • The Power of Live Assets™ • Available features		O	●	O
User Management	The principles of user management. • Adding users • Managing group and individual permissions	O		●	
Translation Memory Management	The management and maintenance of Translation Memories. • Introduction to TMs • Creating a TM • TM settings • Segmentation rules • Importing • Exporting • Maintenance		O	●	O
Glossary Management	The management and maintenance of Glossaries. • Introduction to Glossaries • Creating a Glossary • Glossary settings • Importing • Exporting • Maintenance		O	●	O

● Highly Recommended
O Additional Information

Training Topic	Description	Subscription Managers	Translators	Asset Managers	Project Support Engineers
Online Review Management	The creation and management of Online Review Tasks. • Introduction to Online Reviews • Online Review package creation • Retrieving the reviewed files • Generating reports			●	
Asset Aliasing	Principles of Asset Aliasing. • Token creation and distribution • Reclaiming ownership • Maintenance			●	
Translation Workspace Tools	An introduction to the features available in the Translation Workspace Tools client. • Attribute settings • Batch processing • TM maintenance	O		●	O
Introduction to File Pre- and Post-Processing	An overview of file preparation and post-processing tasks. • Preparing files for translation • Making translated files ready for delivery		O		●
File Filters	A detailed session illustrating the usage of available filters. • Filters list • Translatable formats • Conversion and back-conversion • Filter selection and configuration				●
Advanced Markup Language Assistant	For advanced practitioners, a detailed view of Markup language usage. • Using Markup language				●

● Highly Recommended
O Additional Information

GeoWorkz.com: The E-Commerce Gateway to Translation Workspace

GeoWorkz is a new business unit within Lionbridge dedicated to bringing the best technology solutions to the translation industry. At the GeoWorkz.com website, we provide comprehensive resources to help you get the most from your Translation Workspace subscription. At GeoWorkz.com, you'll find information, training materials, product tours, free trials, and other resources to get started and improve your productivity. In addition, you can manage your account, track usage, access training, download documentation, and submit questions to the customer success team. Finally, all subscribers access a shared directory making it easy to promote yourself to Lionbridge, find service providers and collaborate with other subscribers.

About Lionbridge

Lionbridge Technologies, Inc. (NASDAQ: LIOX) is a provider of translation, development and testing services. Lionbridge combines global resources with proven program management methodologies to serve as an outsource partner throughout a client's product and content lifecycle - from development to translation, testing and maintenance. Global organizations rely on Lionbridge services to increase international market share, speed adoption of global products and content, and enhance their return on enterprise applications and IT system investments.

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