DeepL
Training Catalog

Customer Enablement Team
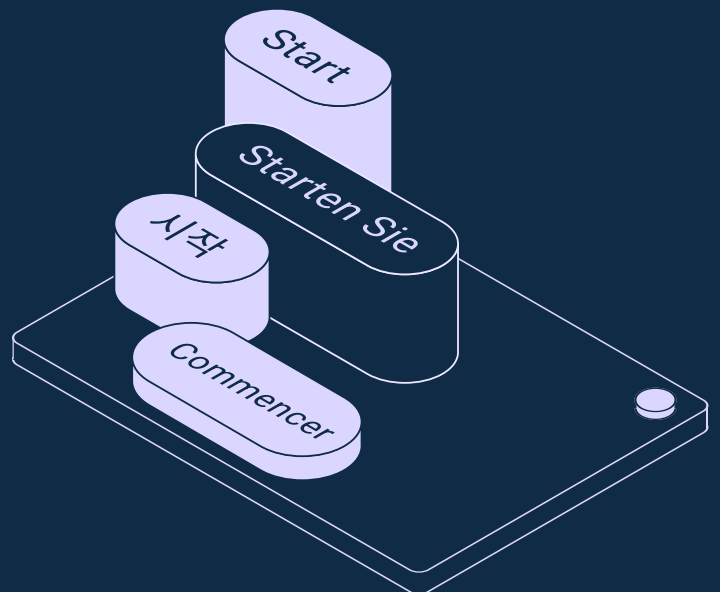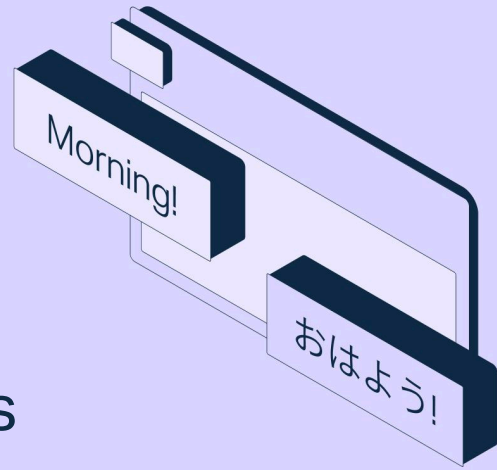
DeepL

Course Name

User training fundamentals

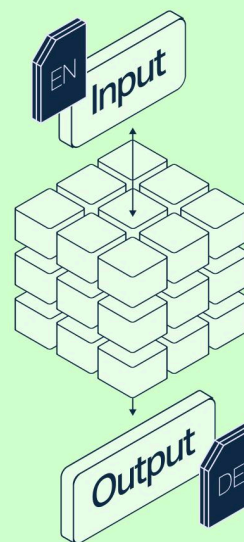| Duration	Location	Target audience	Available Language
Approx. 1 hour	Zoom Webinar	New users of DeepL	English, Japanese, German, French

Course Description

In this course, you will learn about DeepL's products and subscription plans, gaining an understanding of the benefits of the Pro plan. The course starts with the basics of text translation and covers DeepL's diverse features and the latest updates. You will improve your translation skills through effective techniques and practical tips. Additionally, you will deepen your understanding of text editing with DeepL Write. While the course focuses primarily on the basics of translation using DeepL Web, it also provides a comprehensive introduction to related platforms and features.

Topics covered

- Overview of DeepL products and subscriptions
- Logging into your account
- Text translation basics
- Editing translations
- Tips for reviewing source texts
- Proofreading with DeepL Write
- Introduction to the DeepL platform

Recommended Pre-Course

None

Course Name

Document translation

Duration	Location	Target audience	Available Language
Approx. 45 minutes	Zoom Webinar	Document Translation beginners	English, Japanese, German, French

Course Description

In this course, you will learn the fundamentals of document translation, from basic to advanced techniques, and deepen your knowledge for effective document translation. You will understand the limitations and basic operations of document translation, as well as methods for examining source texts and addressing common issues. This will help you acquire skills to make the most of document translation features.

Topics covered

- Overview of document translation
- Limitations of each subscription plan
- Document translation basics using the web
- Checklist for reviewing source texts to ensure accurate translations
- Handling layout issues in PDFs and other document types
- Text extraction using dekstop app

Recommended Pre-Course

User Training Fundamentals Course

Additional notes

- The availability of the DeepL desktop application is not required, but there are situations where it is used for demonstration purposes.
- Recommended pre-courses aren't mandatory, but please note that this session will not include training on the DeepL Translator, which is covered in the course suggested above.

Course Name

Glossary
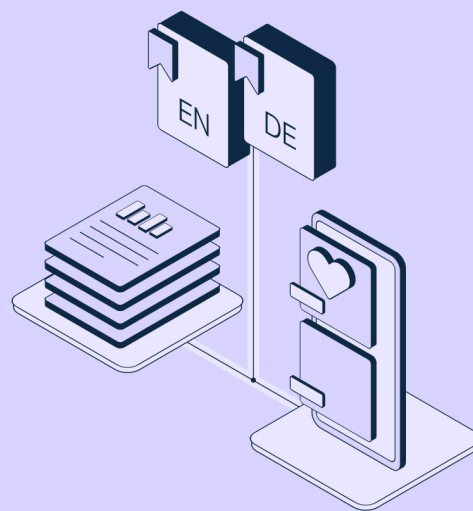
Duration	Location	Target audience	Available Language
Approx. 1 hour	Zoom Webinar	Glossary beginners	English, Japanese, German, French

Course Description

In this course, you will learn how to effectively use glossaries. You will understand the basic functions of glossaries, how to create and manage them, and gain knowledge to improve translation accuracy and consistency. The course also covers how to use glossaries, share them with your team, and includes practical tips.

Topics covered

- Overviewof glossary
- Creating glossaries and adding terms
- Using and sharing glossaries within a team
- Tips for term registration

Recommended Pre-Course

User Training Fundamentals Course

Additional notes

- Recommended pre-courses aren't mandatory, but please note that this session will not include training on the DeepL Translator, which is covered in the course suggested above.
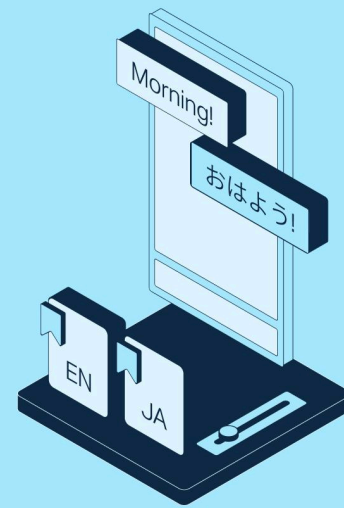
Course Name

Desktop and mobile apps

Duration	Location	Target audience	Available Language
Approx. 45 minutes	Zoom Webinar	Those interested in learning how to use the app effectively	English, Japanese, German, French

Course Description

In this course, you will explore translation experiences using DeepL's desktop and mobile apps. We will explain the benefits of the apps, installation methods, and recommended settings, and introduce features and shortcut keys specific to the apps. Additionally, we will cover mobile app setup, usage examples, and how to manage and update the apps. This course will support you in achieving efficiency with your translation tasks.

Topics covered

- Benefits of using the apps
- Installation methods and configuration options
- Quick translation experience using shortcut keys
- Introduction to app-specific features
- Managing and updating the app

Recommended Pre-Course

User Training Fundamentals Course

Additional notes

- The download of DeepL desktop applications is not required, but there will be times when they will be used in demonstrations. The training will be maximized by actually obtaining each tool and trying out the procedures.

- Each organization has its own security and settings guidelines. Please consult your organization's IT department before installing any of the tools.

- Recommended pre-courses aren't mandatory, but please note that this session will not include training on the DeepL Translator, which is covered in the course suggested above.
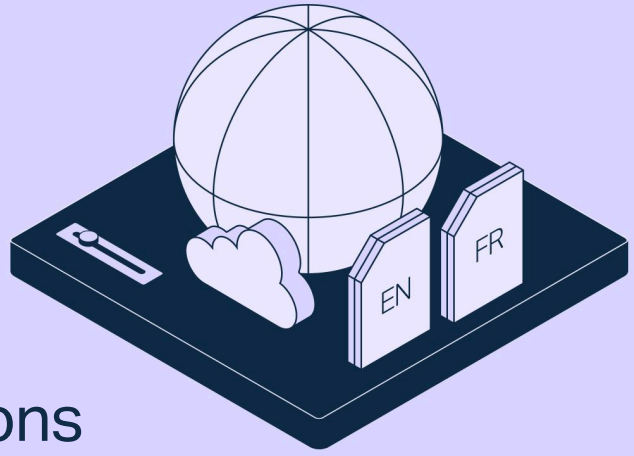
Course Name

Extensions and integrations

Duration	Location	Target audience	Available Language
Approx. 45 minutes	Zoom Webinar	Those wanting to deepen their understanding of extensions and learning how to use DeepL directly within the relevant applications.	English, Japanese, German, French

Course Description

In this course, you will learn about DeepL's browser extensions and various integrations. You will first understand the features and settings of the browser extensions, and then learn about DeepL's integration with various web applications and Microsoft products. Through examples such as integration with mail message service and Microsoft products, you will learn how to maximize the use of DeepL. The course will provide a translation experience distinct from the web and apps, supporting a variety of use cases.

Topics covered

- Features and benefits of the browser extension
- Installationand configuration of the extension
- Details of various DeepL integrations
- Examples of integration with specific web applications
- Examples of integration with Microsoft products

Recommended Pre-Course

User Training Fundamentals Course

Additional notes

- The download of DeepL browser extensions and integrations are not required, but there will be times when they will be used in demonstrations. The training will be maximized by actually obtaining each tool and trying out the procedures.

- Each organization has its own security and settings guidelines. Please consult your organization's IT department before installing any of the tools.
- Recommended pre-courses aren't mandatory, but please note that this session will not include training on the DeepL Translator, which is covered in the course suggested above.