

Tools for the Professional Translator

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Introduction

- Resources to communicate and work more efficiently
- I will show you:
 - How to communicate effectively
 - How to evaluate, convert and prepare documents
 - How to be mechanically more efficient during translation
 - How to organize it all
 - How to become a proficient researcher
- How many of you use
 - Outlook or Outlook Express
 - Microsoft Office

Agenda

- Tools for the Professional Translator – A – 1 hr and questions
 - Communication
 - Organization
 - Translation
 - Productivity
- Tools for the Professional Translator – B – 1 hr and questions
 - Maintenance
 - Administrative
 - Backup and Security
 - Research

Overview

- Knowledge, efficiency, health
- Sharpen the saw
- Networking and Continuing Education

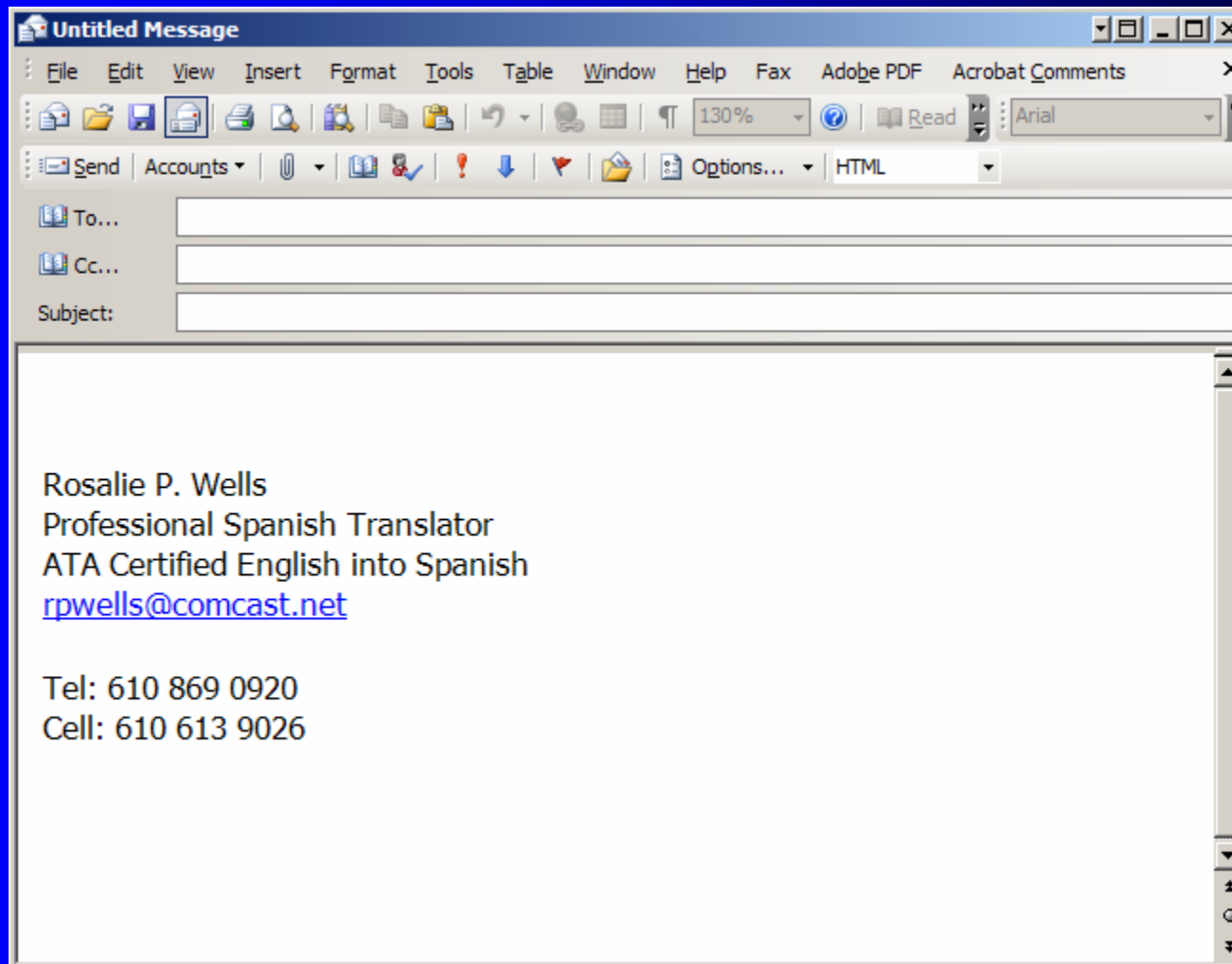
Communication Tools

- E-mail
- FTP
- Collaboration Tools
- Fax

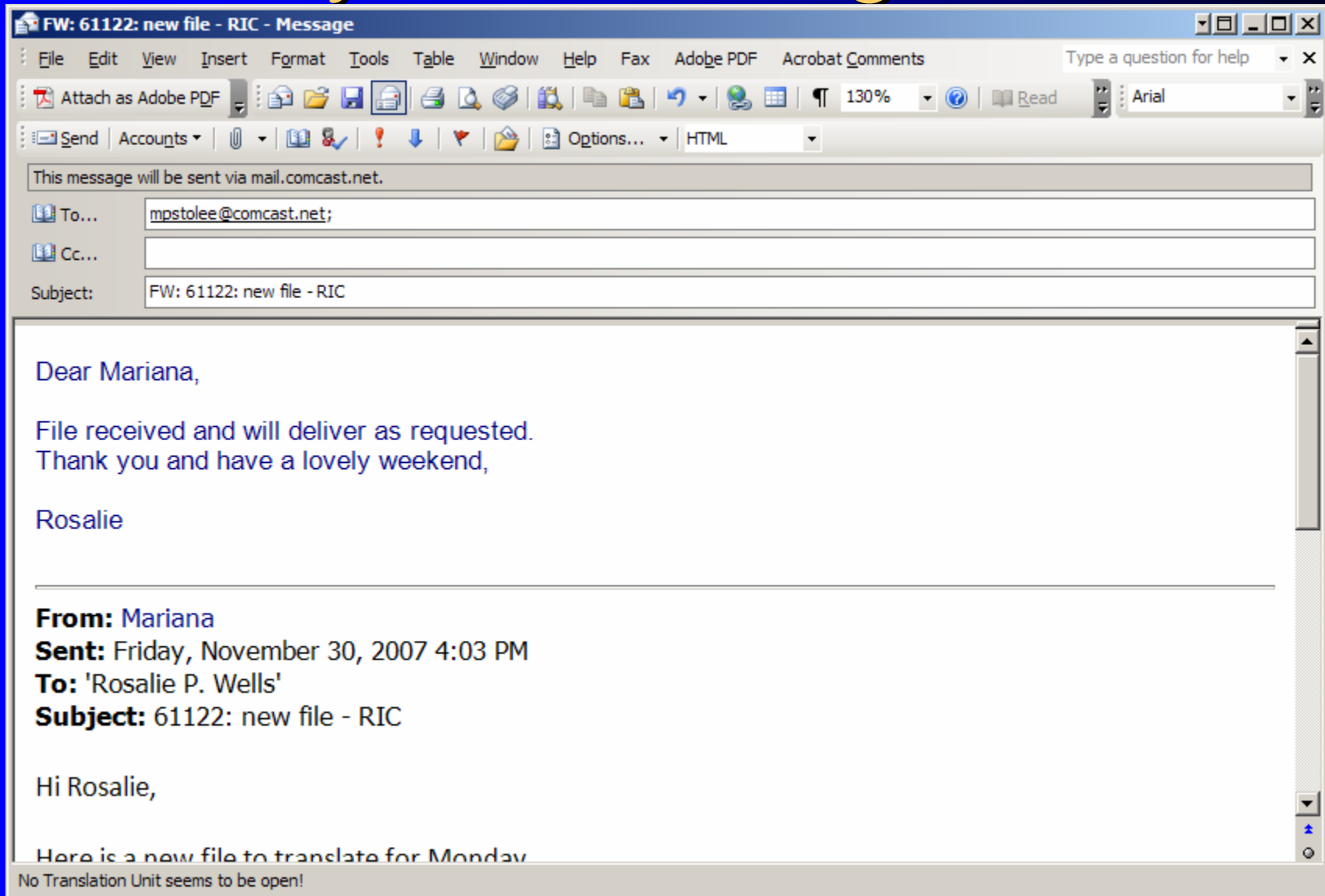
Communication Tools

- E-mail
 - Desktop Applications
 - Outlook, Outlook Express, AOL, Eudora
 - Web Applications
 - Google mail, yahoo mail, MSN mail

Anatomy of a Message



Anatomy of a Message

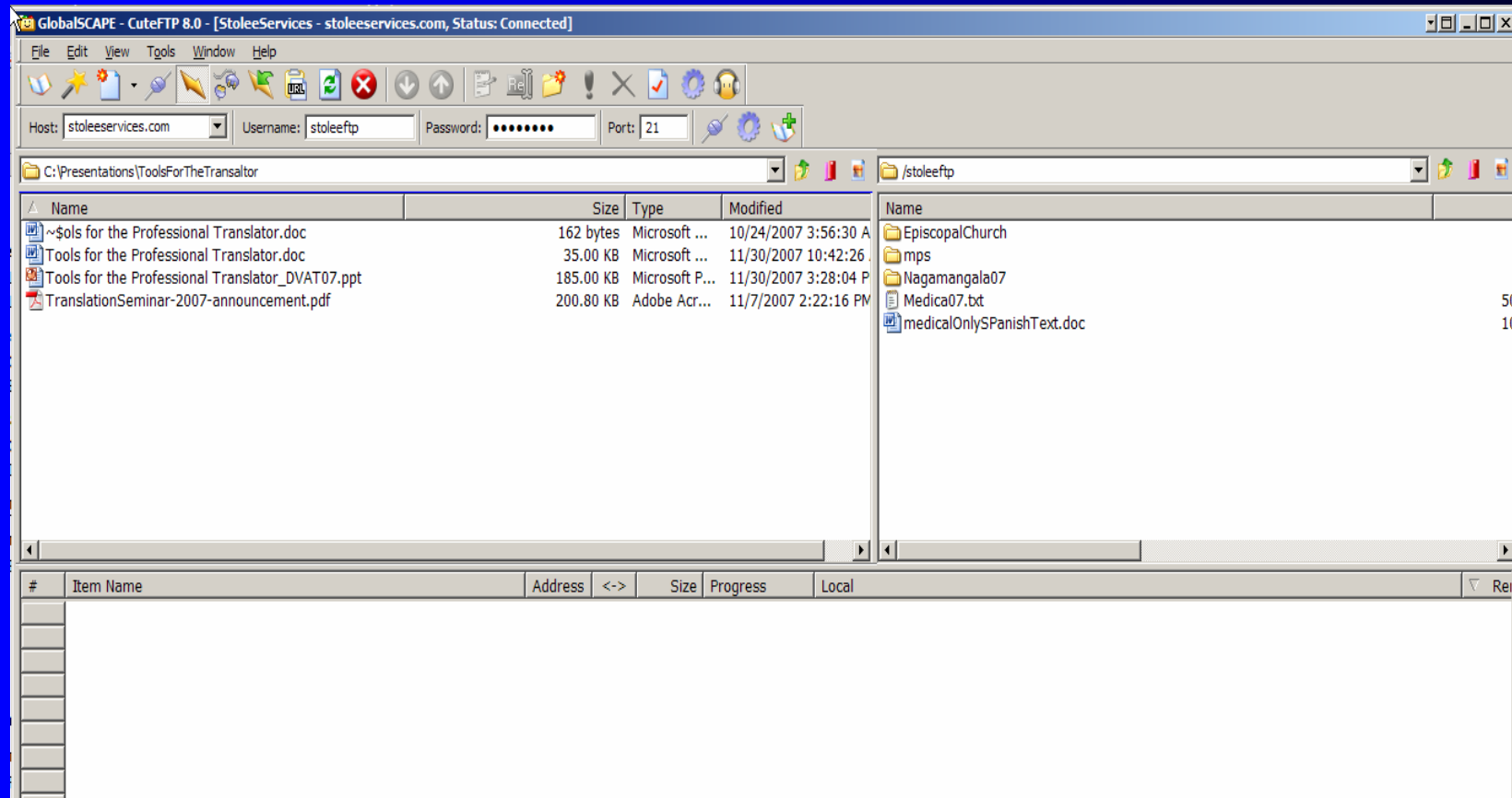


Communication Tools

- **FTP**

- For large files that cannot be sent by email
- **File Transfer Protocol**
 - **What is an FTP Site**
 - **What is an FTP Client**

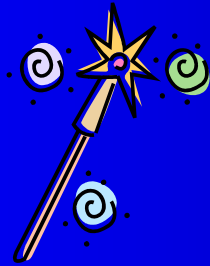
An FTP Client



An FTP Client

- Example FTP site address:
<ftp://ftp.FTPplanet.com>
- Example FTP site logon:
UserID: translator
Password: uploads

Tip



For occasional large-mail sending, try:

www.yousendit.com

-It's free

-Send multiple files up to 2GB each

Communication Tools

- Collaboration Tools

- *Messenger tools*

- AOL Messenger (www.aim.com)*

- google talk (www.google.com/talk/#)*

- ICQ (www.icq.com/download)*

- MSN Messenger (messenger.msn.com).*

- Yahoo! Messenger (messenger.yahoo.com)*

- *VoIP*

- Skype*

Communication Tools

- **E-fax**

- Convenient
- Mobility
- Ease of Use
- Economic
- Compatible

Communication Tools

- Availability in the most professional way
 - email
 - telephone
 - fax
 - ftp

Organization Tools

- File Structure
- File Naming
- File Renaming

Organization Tools

- File Structure
 - My Documents
 - Personal
 - Presentations
 - Rotary
 - Work
 - Administrative
 - Memories
 - Projects
 - Client1
 - Client2
 - Client3

Organization Tools

- File Structure
 - Duplicate in e-mail client folders
 - Duplicate in hard copy files

Organization Tools

- Naming Conventions
 - Don't change file names
 - Add identifier AFTER file name
 - Static page.doc
 - Static page_SPA.doc
 - Static page_SPA_ED.doc
 - A converted file becomes:
 - JuicyManual.pdf
 - JuicyManual_pdf.doc

Organization Tools

- Naming Conventions

- Don't change file names

- Add identifier AFTER file name

- dental_manual.pdf

- dental_manual_pdf.doc

- dental_manual_pdf_spa.doc

- dental_manual_pdf_spa_ed.doc

- dental_manual_pdf_spa_ed_REV.doc

- dental_manual_pdf_spa_ed_REV_Final.doc

- dental_manual_pdf_spa_ed_REV_Final_doc.pdf

Organization Tools

- File Renaming

Rename groups of files or folders

Perform string substitutions

Add date-stamps

Add or remove specified digits or characters

medical_manual1.rtf

medical_manual2.rtf

medical_manual3.rtf

TO:

medical_manual1_SPA.rtf

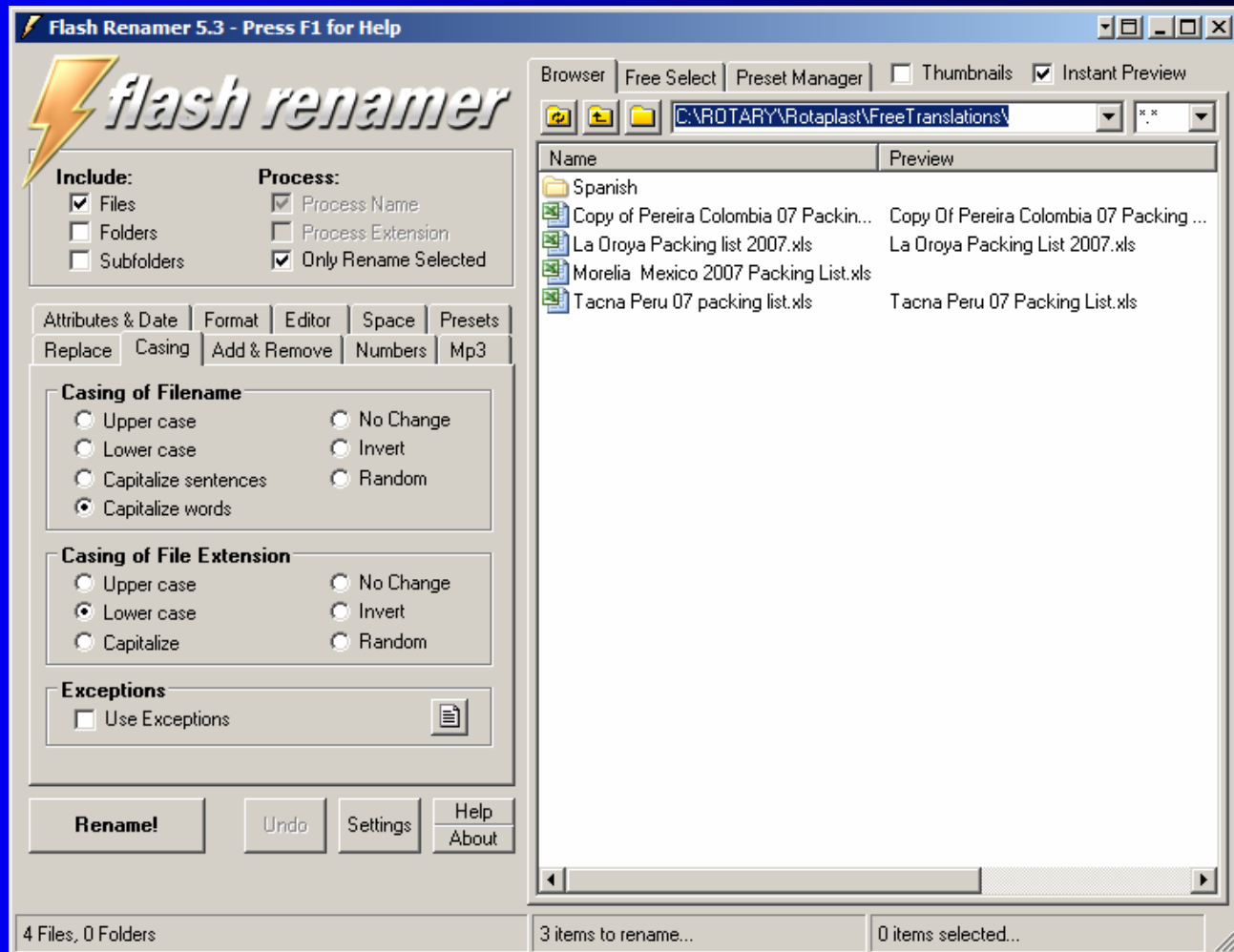
medical_manual2_SPA.rtf

medical_manual3_SPA.rtf

Tip



<http://www.rlvision.com/flashren/register.asp>



Tip



www.renamewiz.com

File Select Window

29 Ways to raise money.doc
AdsFromPDF.pub
AdsFromPDF.zip
BooksAndBordeauxBooklet2007.pub
BooksAndBordeauxBooklet2007_Publisher2000.
BooksAndBordeauxBooklet2007_Publisher2000.
BooksAndBordeauxDonationRequestLetter_FINI
BooksAndBordeauxPrintingInvoice.jpg
Calendar.xls
Child.jpg
ClubContacts.xls
COMPLETE PACKING LIST.doc
DonationRequestLetter_FINAL2007.doc
EasterEggHunt2007 001.jpg
EasterEggHunt2007 002.jpg
EasterEggHunt2007 003.jpg
EasterEggHunt2007 004.jpg
EasterEggHunt2007 005.jpg
EasterEggHunt2007 006.jpg
EasterEggHunt2007 007.jpg
EasterEggHunt2007 008.jpg
EasterEggHunt2007 009.jpg
EasterEggHunt2007 010.jpg
EasterEggHunt2007 011.jpg
EasterEggHunt2007 012.jpg
EasterEggHunt2007 013.jpg
EasterEggHunt2007 014.jpg
EasterEggHunt2007 015.jpg
EasterEggHunt2007 016.jpg
EasterEggHunt2007 017.jpg
EasterEggHunt2007 018.jpg
EasterEggHunt2007 019.jpg
EasterEggHunt2007 020.jpg
EasterEggHunt2007 021.jpg
EasterEggHunt2007 022.jpg
EasterEggHunt2007 023.jpg
EasterEggHunt2007 024.jpg
EasterEggHunt2007 025.jpg
EasterEggHunt2007 026.jpg
Exhibitor Guidelines 2007.pdf

Rename List Window

EasterEggHunt2007 001.jpg
EasterEggHunt2007 002.jpg
EasterEggHunt2007 003.jpg
EasterEggHunt2007 004.jpg
EasterEggHunt2007 005.jpg
EasterEggHunt2007 006.jpg
EasterEggHunt2007 007.jpg
EasterEggHunt2007 008.jpg
EasterEggHunt2007 009.jpg
EasterEggHunt2007 010.jpg
EasterEggHunt2007 011.jpg
EasterEggHunt2007 012.jpg
EasterEggHunt2007 013.jpg
EasterEggHunt2007 014.jpg
EasterEggHunt2007 015.jpg
EasterEggHunt2007 016.jpg
EasterEggHunt2007 017.jpg
EasterEggHunt2007 018.jpg
EasterEggHunt2007 019.jpg
EasterEggHunt2007 020.jpg
EasterEggHunt2007 021.jpg
EasterEggHunt2007 022.jpg
EasterEggHunt2007 023.jpg
EasterEggHunt2007 024.jpg
EasterEggHunt2007 025.jpg
EasterEggHunt2007 026.jpg

Rename Commands

Files | Number | Attrib

Add Prefix:

Add Suffix:

Search For:

Replace With:


Number of Characters To Remove:

Add, Search, Remove Start Pos'n:

Replace Mode:

Case:

Simulation Mode

 **RenameWiz**
Version 3.4.2
<http://www.renamewiz.com>

Selected Files: 26

Copy As | Rename | Exit

Organization Tools

- Keep your directories in order
- Set your own naming conventions and follow them
- Renaming files when appropriate



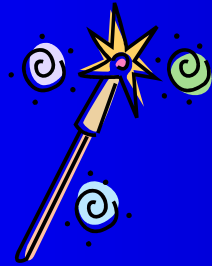
Evaluating your Work

- Evaluate
 - **Type** – what kind of document
 - **Quantity** – how much work
 - **Method** – how will you translate it
- You get a request to translate a PDF file

Evaluating your Work

- Evaluate
 - Type of file
 - Word Processing (.doc, .rtf)
 - Portable Document File (PDF)
 - Desktop publishing formats (*QuarkXPress, PageMaker, InDesign, FrameMaker, etc.*)
 - PowerPoint (ppt)
 - Text-based (.txt)
 - Graphic formats (pixel-based: .jpg, .gif, .bmp, .tiff, etc., and vector-based: .eps, .ai, etc.)
 - Tagged files (.html, .xml, .sgml, etc.)
 - Software development formats (binary formats: .dll, .exe, .ocx, etc.)
 - Help systems (*WinHelp* and *HTMLHelp*)
 - Database-based data

Tip



If you receive a file type you do not recognize, go to <http://www.file-extensions.org/search> where you can enter a file's extension and it will return the type of file with abundant information.

Search query results for "qxd" search string:

Extension	File type description
 .qxd	QuarkXPress document

QXD file extension - QuarkXPress document


Description, file association:

Desktop publishing (DTP) file created by QuarkXpress 5 application or its earlier versions. QuarkXpress is used for creating page layouts for magazines, newspapers, books, flyers, brochures, and other publications. The QXD file extension was replaced by [.QXP](#) in QuarkXpress versions 6 and later.

 [Permanent link](#)

File type specification:

 [Graphic file type](#)

Extension icon:  [.qxd](#)

How to open .qxd file:

Use QuarkXpress or any graphics DTP software capable to import QuarkXpress documents

How to convert .qxd file:

Search for QuarkXpress or qxd converter software

How to backup .qxd file:

No additional information available yet.

Related links:

Evaluating your Work

- Evaluate
 - Type – what kind of document
 - Quantity – how much work
 - Method – how will you translate it
- You get a request to translate a PDF file

Evaluating your Work

- Evaluate

- **Quantity** – Determining how many words

- Word's word counts are the standard for word processor and text-based documents (.doc, .rtf, .wpd, or .txt)

Tip



<http://www.surefiresoftware.com/totalassistant/>

File formats

Microsoft Word
Microsoft Excel
Microsoft PowerPoint
Adobe Acrobat
Plain text
HTML
XML, PHP, ASP

Counts

Character count, with or without spaces
Word count
Line count

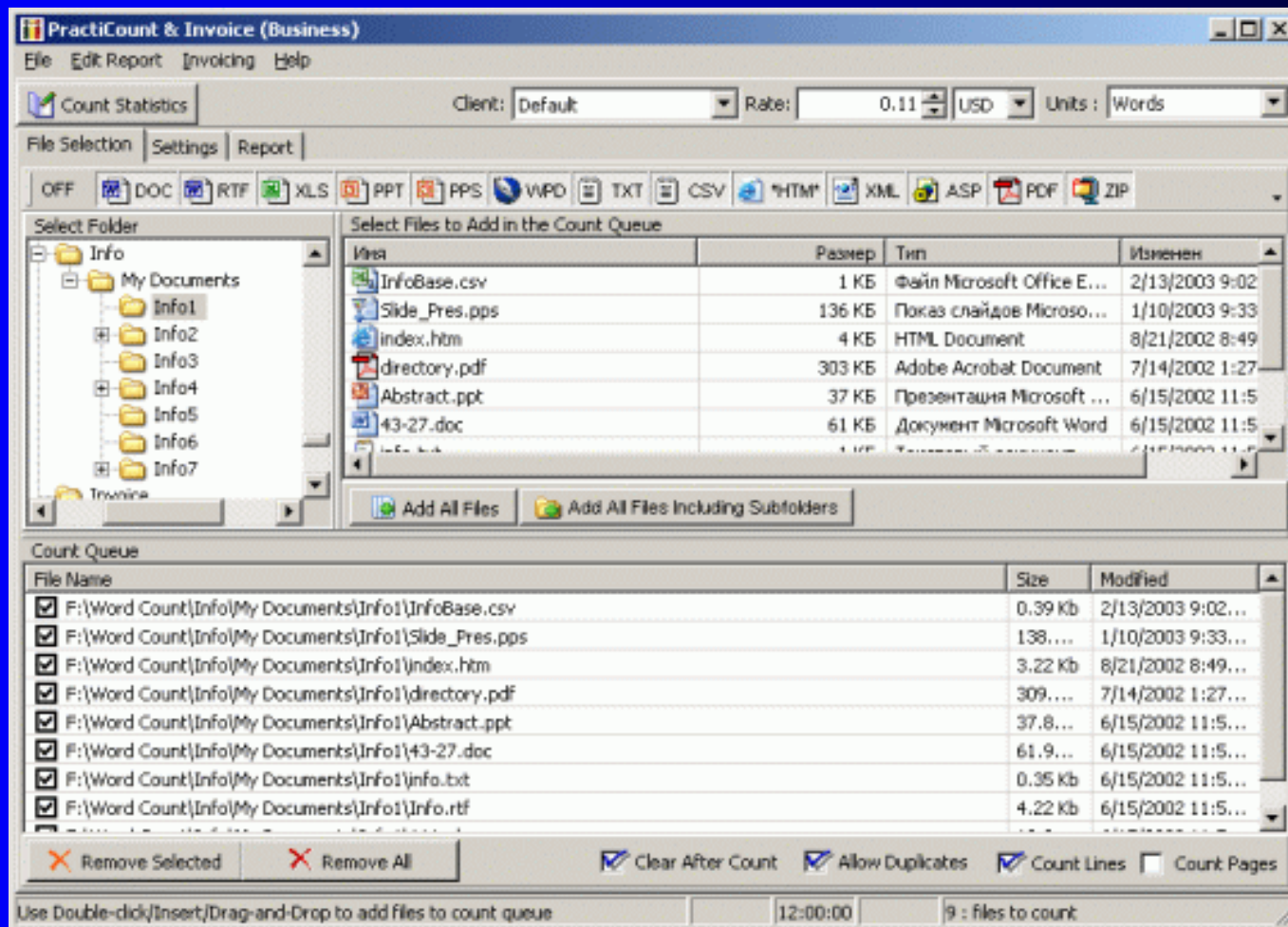
File	Words	Chars	Lines	Folder
license.txt	547	2,938	53	M:\Extras\
Notes.xml	76	560	10	M:\Extras\
know.html	73	364	7	M:\
press.htm	483	2,562	47	M:\
Projections.xls	50	267	5	M:\
Tax.doc	1,212	6,632	121	M:\
UserGuide.pdf	265	1,772	32	M:\
win.ppt	958	6,482	118	M:\

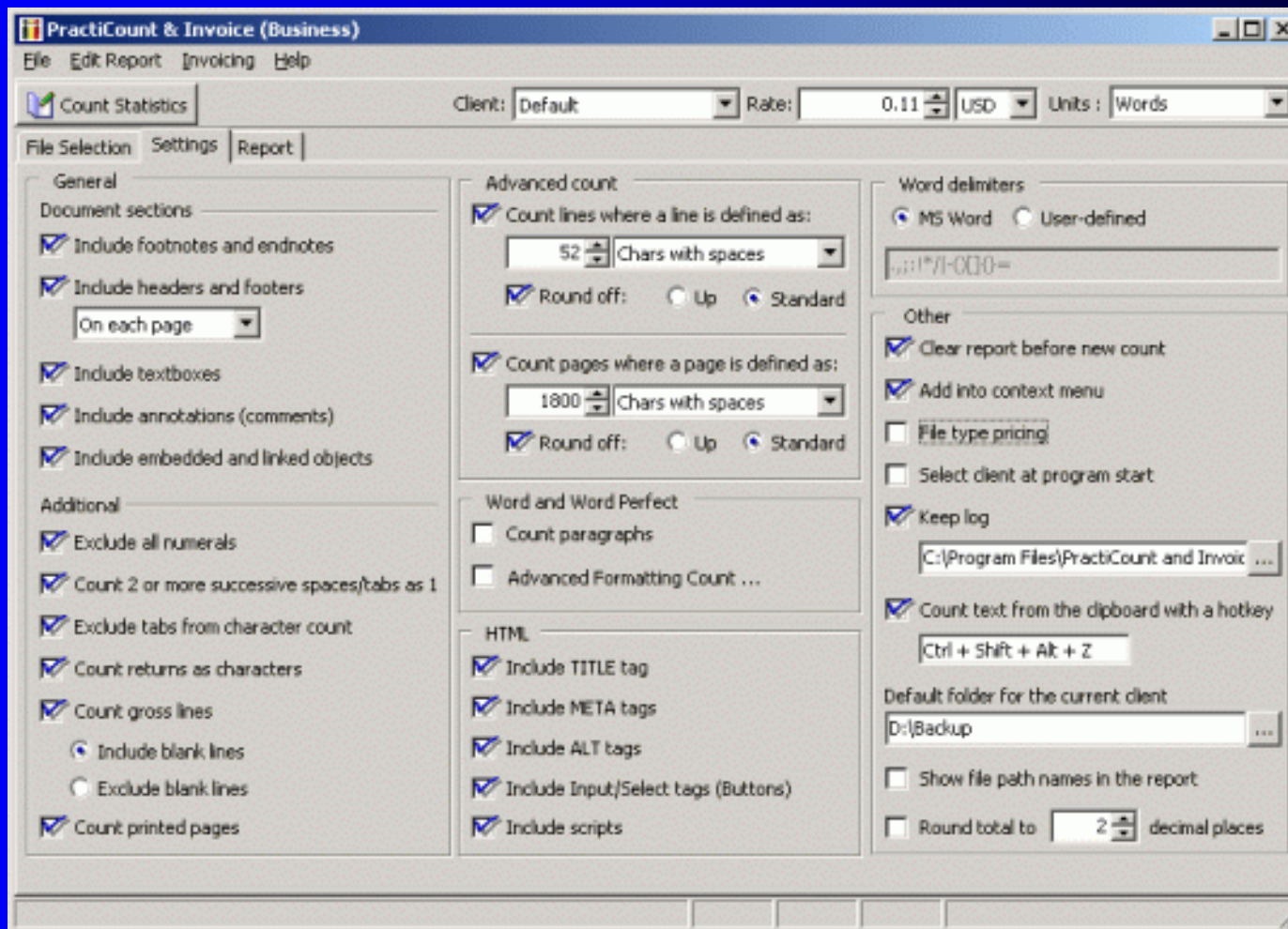
Totals: Words 3,664 Chars 21,577 Lines 393 Files 8

Evaluate

- PractiCount and Invoice

www.practiline.com





PractiCount and Invoice (Business)

File Edit Report Invoicing Help

Count Statistics Rate: 0.11 USD Units: Words Calculator: 0

File Selection Settings Report

	Document	Words	Characters with Spaces	Characters without Spaces	Lines	Rate	Currency	Amount
1	43-27.doc	2679	18947	16182	365	0.11	USD	294.69
2	111.xls	76	354	283	7	0.11	USD	8.36
3	Abstract.ppt	224	1693	1469	33	0.11	USD	24.64
4	directory.pdf	17279	107794	94141	2073	0.11	USD	1900.69
5	index.htm	104	771	680	15	0.11	USD	11.44
6	Info.rtf	117	786	672	16	0.11	USD	12.87
7	info.txt	22	340	223	7	0.11	USD	2.42
8	InfoBase.csv	26	382	361	8	0.11	USD	2.86
9	Slide_Pres.pps	76	471	398	10	0.11	USD	8.36
SubTotal:		20603	131538	114409	2534		USD	2266.33
Total:							USD	2266.33

Enter Tax Name 20% + - More ... Client: Default Create Invoice

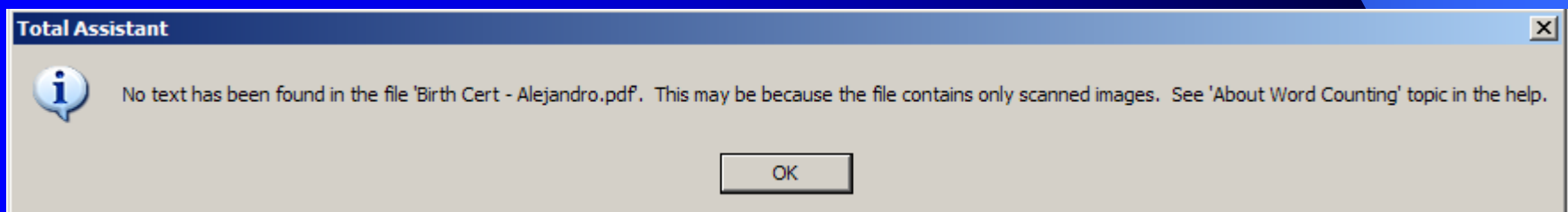
Right-click for report editing options 12:00:45

Evaluating your Work

- What to do with a PDF file
 - What is it?
 - Image file
 - Text file

Tip

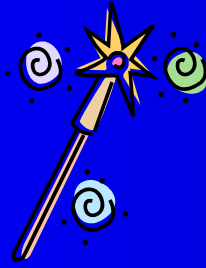
Use Total Assistant ,
PractiCount



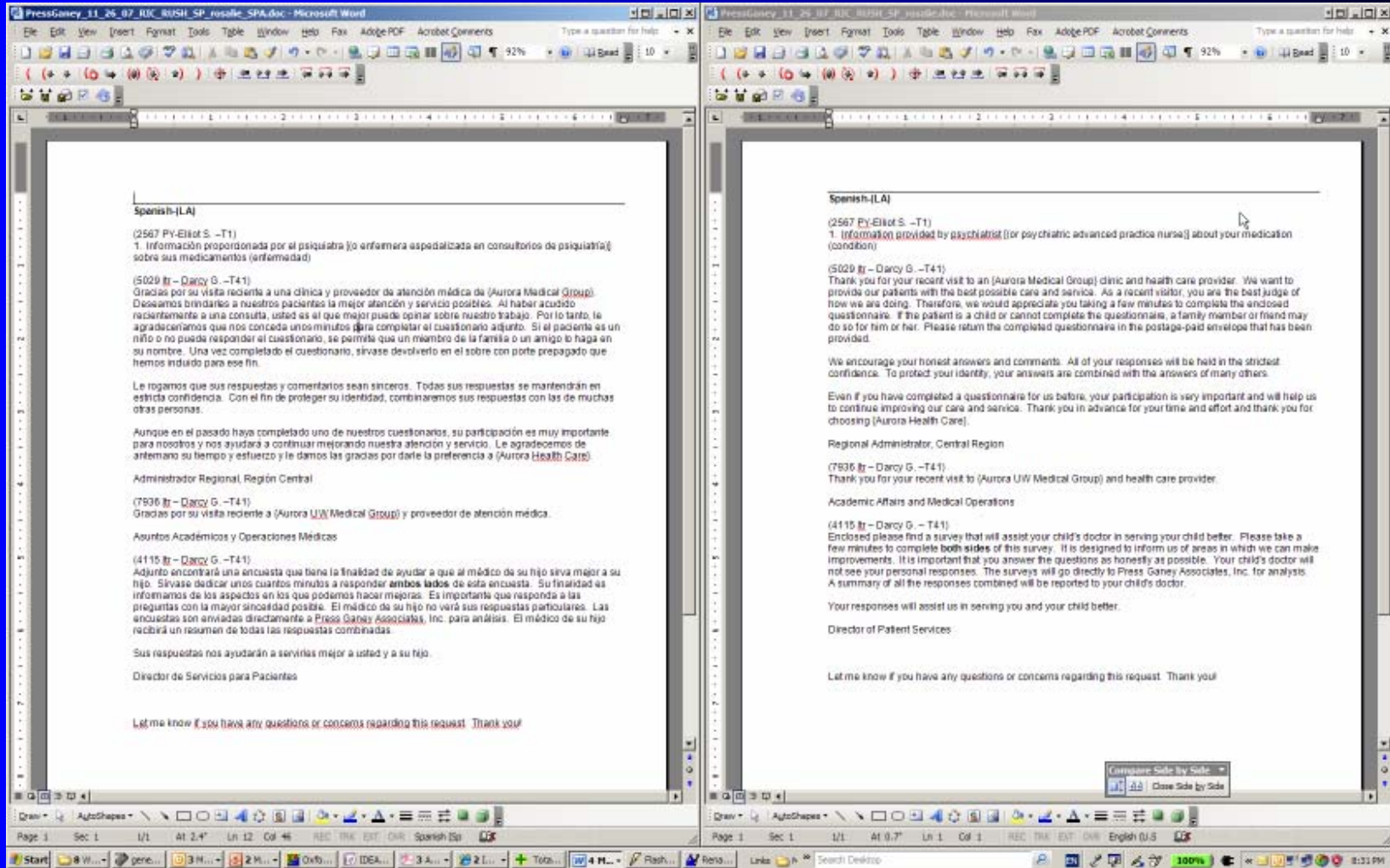
Translation Tools

- Word Processing
- CAT
- Excel ?
- ***Adobe Acrobat*** NOT!

Tip



Side-by-side synchronous document scrolling in Word Windows/Compare side by side with...



Tip



Useful Formulas for Translators working in Excel

TRIM

=TRIM(A1) The TRIM function removes what Excel considers as useless spaces:

cats and dogs

cats and dogs

LEN

The function LEN returns the number of characters in a string.

=LEN(A1)

If cell A1 contains "Peter" the answer will be 5, with "Peter Clark" the answer is 11 because the space is a character

NOT Translation Tools

- ***Adobe Acrobat***

IS NOT a text editor

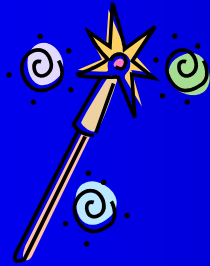
Options:

- Request original file (probably DPT)
- Convert to rtf or txt and translate in Word

NOT Translation Tools

- Adobe Acrobat
 - Create and Manipulate PDFs
- Acrobat Reader
 - Read PDFs

Tip



Learn about all the new and very cool features of Adobe Acrobat and Reader

<http://www.adobe.com/products/acrobat/matrix.html>

Acrobat 8 features	Reader	Standard	Pro	3D
View, print, and search Adobe PDF files	•	•	•	•
Use Start Meeting to collaborate online and share documents in real time with Adobe Acrobat Connect™ software	•	•	•	•
Create PDF documents from any application that prints, including one-button creation from Microsoft Word, Excel, and PowerPoint		•	•	•

Productivity Tools

- Voice Recognition
- Text to Voice
- Time Tracking
- Robotype

Productivity Tools

- Voice Recognition
 - Dragon Naturally Speaking Professional Edition – www.nuance.com

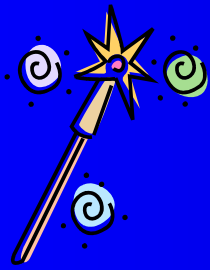
Productivity Tools

- Read Out Loud
 - Acrobat Reader and Adobe Acrobat
- Windows
 - Text-to-Speech

Productivity Tools

- Time Tracking
 - EGG
 - <http://www.sinnercomputing.com/>
 - Excel
 - CTRL+; to enter the current date
 - CTRL+: to enter the current time
 - Subtract End Time from Start Time =SUM(B1-A1)

Tip



Keyboard Shorthand

- Robotype
 - Adds a text-expansion feature to almost any Windows program
 - You define abbreviations for words, phrases, and paragraphs and RoboType 3 does the rest, replacing your abbreviations with the expanded text.

Robotype -

<http://www.pcmag.com/article2/0,2704,427373,00.asp>

- Examples:

I type	Because it means	I get
unstofam	United States of America	Estados Unidos de América
eATA	American Translators Association	American Translators Association
boma	bone marrow	médula ósea
apprx	approximately	aproximadamente
unthecoofla	under the cover of law	bajo el amparo de la ley
hoofbi	House of Bishops	Cámara de Obispos

Backup and Security Tools

- Online Backup

Package	Monthly	Annual
<input type="radio"/> 2 GB	\$4.95	\$49.50
<input type="radio"/> 5 GB	\$9.95	\$99.50
<input type="radio"/> 10 GB	\$14.95	\$149.50
<input type="radio"/> 25 GB	\$24.95	\$249.50
<input type="radio"/> 50 GB	\$44.95	\$449.50

[Purchase](#)

- External Backup

4. **SanDisk 8 GB Cruzer Micro USB 2.0 Drive with U3 SDCZ6-819 (packaging)** by SanDisk

Buy new: ~~\$60.00~~ **\$26.00** [39 Used & new](#) from **\$26.00**
In Stock
★★★★☆ (47)
Electronics: See all 4,627 items

Western Digital My Book Essential Edition 1 TB External Digital

Buy new: ~~\$379.99~~ **\$179.99** [17 Used & new](#) from **\$179.00**
In Stock
Eligible for **FREE** Super Saver Shipping.
★★★★☆ (48)
Software: See all 65 items

Maintenance

- Mavis Teaches Typing
- Keyboard Shortcuts
 - Windows
 - <http://support.microsoft.com/kb/126449>
 - Word
 - <http://support.microsoft.com/kb/290938>
- Stretching programs

Administrative Software

- Accounting Software
 - Quicken for Home and Business
 - Microsoft Money
 - PractiCount & Invoice
- Tax Software

Research Tools

- Dictionaries on CD
- <http://www.yourdictionary.com/diction5.html>
- Google



- www.google.com

<u>Calculator</u>	Use Google to evaluate mathematical expressions.
<u>Currency Conversion</u>	Easily perform any currency conversion.
<u>Definitions</u>	Use Google to get glossary definitions gathered from various online sources
<u>Book Search</u>	Use Google to search the full text of books



- www.google.com

[Calculator](#)

Use Google to evaluate mathematical expressions.

These sample queries demonstrate the utility and power of this new feature:

[5+2*2](#)

[2^20](#)

[sqrt\(-4\)](#)

[half a cup in teaspoons](#)

[160 pounds * 4000 feet in Calories](#)

- www.google.com

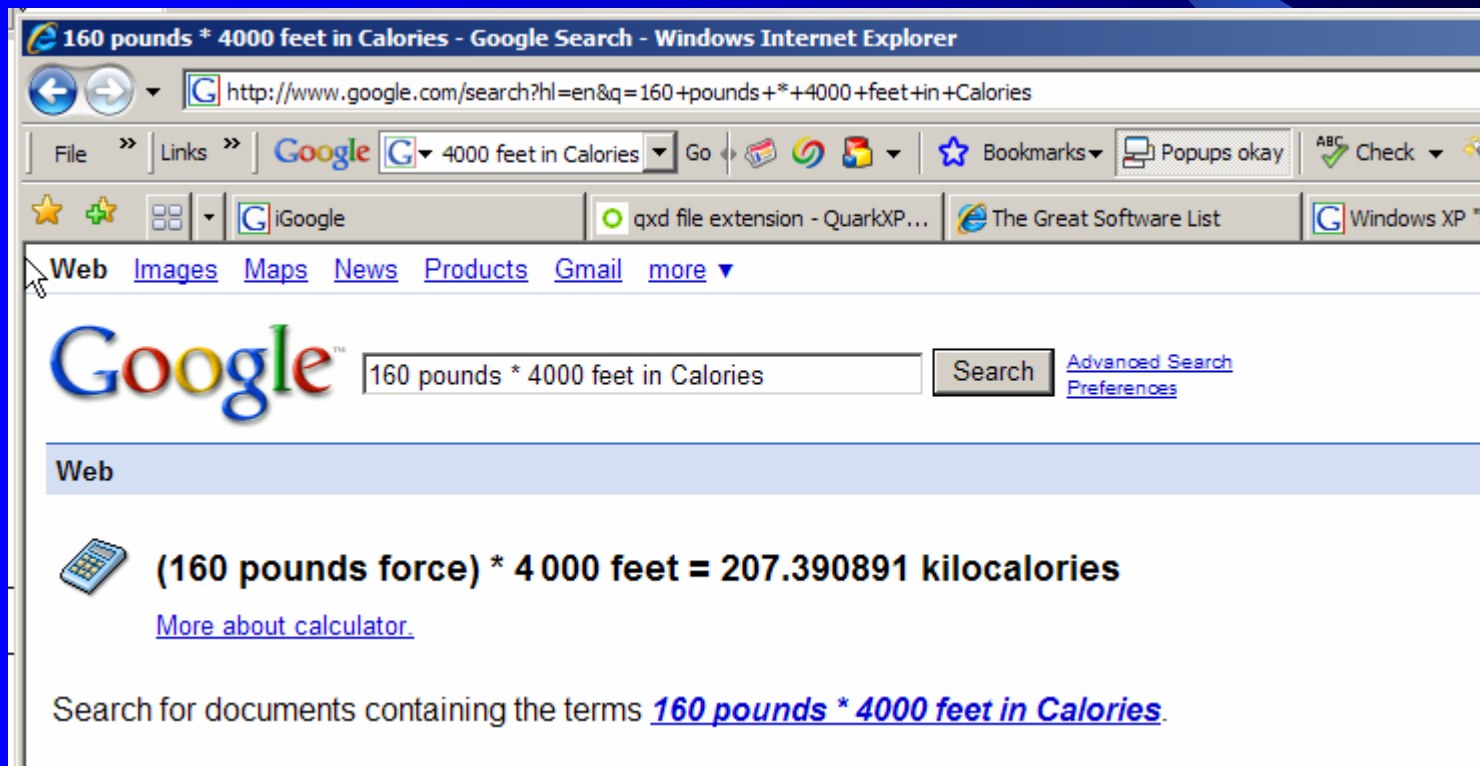
These sample queries demonstrate the utility and power of this new feature:

[2^20](#)

[sqrt\(-4\)](#)

[half a cup in teaspoons](#)

[160 pounds * 4000 feet in Calories](#)



- www.google.com

Currency Conversion.

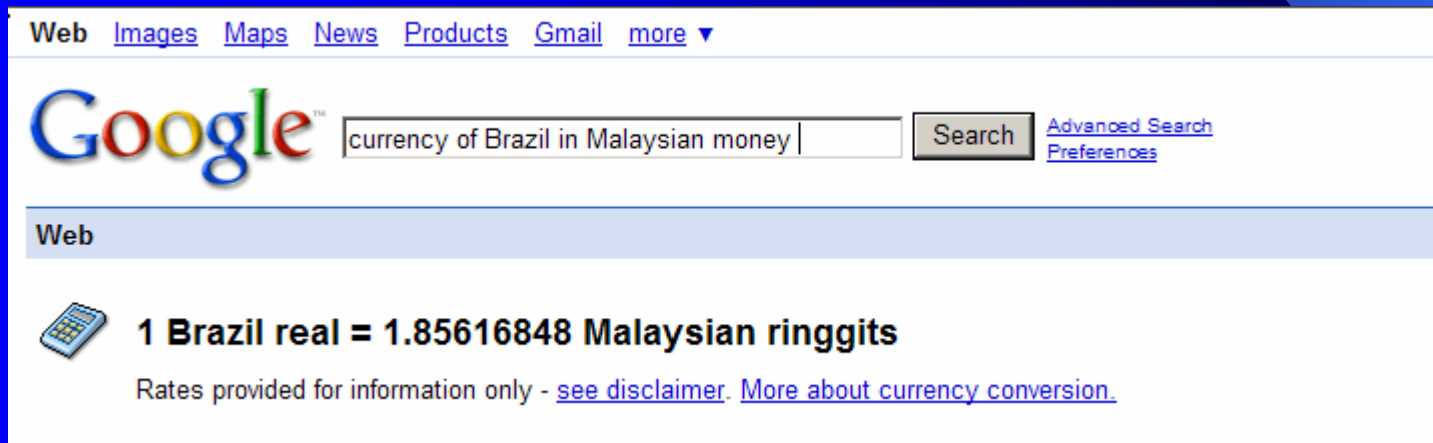
Here are some sample queries:

[3.5 USD in GBP](#)

[currency of Brazil in Malaysian money](#)

[5 British pounds in South Korean money](#)

[2.2 USD per gallon in INR per litre](#)



The screenshot shows the Google search interface. At the top, there are navigation links: Web, Images, Maps, News, Products, Gmail, and more. The Google logo is on the left, and a search bar contains the text "currency of Brazil in Malaysian money". To the right of the search bar is a "Search" button and links for "Advanced Search" and "Preferences". Below the search bar, the results are categorized under "Web". A calculator icon is next to the main result: "1 Brazil real = 1.85616848 Malaysian ringgits". Below this result is a disclaimer: "Rates provided for information only - [see disclaimer](#). [More about currency conversion](#)."



define:bolt

Search

[Advanced Search](#)
[Preferences](#)

Web

Related phrases: [anchor bolt](#) [flush bolt](#) [bolt-on](#) [bolt action](#) [dead bolt](#) [bolt rope](#) [lightning bolt](#) [hook bolt](#) [barrel bolt](#) [bolt thrower](#)

Definitions of **bolt** on the Web:

- thunderbolt: a discharge of lightning accompanied by thunder
- move or jump suddenly; "She bolted from her seat"
- a sliding bar in a breech-loading firearm that ejects an empty cartridge and replaces it and closes the breech
- secure or lock with a bolt; "bolt the door"
- the part of a lock that is engaged or withdrawn with a key
- swallow hastily
- dash: the act of moving with great haste; "he made a dash for the door"
- abscond: run away; usually includes taking something or somebody along; "The thief made off with our silver"; "the accountant absconded with the cash from the safe"
- a roll of cloth or wallpaper of a definite length
- run off: leave suddenly and as if in a hurry; "The listeners bolted when he discussed his strange ideas"; "When she started to tell silly stories, I ran out"
- gobble: eat hastily without proper chewing; "Don't bolt your food!"
- rigidly: in a rigid manner; "the body was rigidly erect"; "he sat bolt upright"
- a screw that screws into a nut to form a fastener
- a sudden abandonment (as from a political party)
- bang: directly; "he ran bang into the pole"; "ran slap into her"
- make or roll into bolts; "bolt fabric"
wordnet.princeton.edu/perl/webwn
- Bolt is a social website.
[en.wikipedia.org/wiki/Bolt_\(website\)](http://en.wikipedia.org/wiki/Bolt_(website))
- A bolt is a mechanical part of a firearm that blocks the rear of the chamber while the powder burns.
[en.wikipedia.org/wiki/Bolt_\(firearm\)](http://en.wikipedia.org/wiki/Bolt_(firearm))
- In climbing, a bolt is a permanent anchor fixed into a hole drilled in the rock, usually consisting of a glued in or expansion bolt.
[en.wikipedia.org/wiki/Bolt_\(climbing\)](http://en.wikipedia.org/wiki/Bolt_(climbing))

Google™

[Advanced Search](#)
[Preferences](#)
[Language Tools](#)

[Advertising Programs](#) - [Business Solutions](#) - [About Google](#)

[Make Google Your Homepage!](#)

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Google Advanced Search - Windows Internet Explorer

http://www.google.com/advanced_search?hl=en

File Links Google G define:bolt Go Popups okay Check AutoLink AutoFill Send to bolt Settings lenovo

iGoogle qxd file extensi... The Great Soft... Windows XP "s... Google Help : ... Google Adv... x Home Feeds (1) Print Page Tools >>

Google

Advanced Search

[Advanced Search Tips](#) | [About Google](#)

Find results with **all** of the words 10 results

with the **exact phrase**

with **at least one** of the words

without the words

Language Return pages written in

Region Search pages located in:

File Format return results of the file format

Date Return web pages first seen in the

Numeric Range Return web pages containing numbers between and

Occurrences Return results where my terms occur

Domain return results from the site or domain
e.g. google.com, .org [More info](#)

Usage Rights Return results that are
[More info](#)

SafeSearch No filtering Filter using [SafeSearch](#)

Page-Specific Search

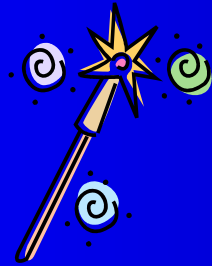
Similar Find pages similar to the page
e.g. www.google.com/help.html

Links Find pages that link to the page

Topic-Specific Searches

Internet 100%

Tip



<http://www.google.com/help/features.html>

This could be the best hour you ever spent!

Summary

- Tools for the Professional Translator
 - Communication
 - Organization
 - Translation
 - Productivity
 - Maintenance
 - Administrative
 - Backup and Security
 - Research
- Try the links provided
- Provide feedback on the form
 - www.translationconsulting.com

Where to Get More Information

- www.ata-spd.org
- www.atanet.org
- www.translationconsulting.com
- www.internationalwriters.com

Curso - Taller de SDLX-Trados

La [Asociación de Traductores e Intérpretes de Monterrey, A.C.](#)
anuncia el primer curso - taller del programa de memorias de traducción SDLX Trados.

DESCRIPCIÓN

Introducción a las herramientas conocidas como memorias de traducción, su definición y diferencias con el concepto de traducción automática.

Uso práctico del programa y sus principales funciones con materiales de muestra.

Perfil de los asistentes

Traductores profesionales que deseen mejorar su calidad y velocidad de trabajo, así como aumentar su productividad y competitividad en el mercado. Los asistentes deben llevar su propia computadora y tener conocimientos básicos del uso del programa Word de Microsoft.

Fecha: sábado 16 de Agosto de 2008

Lugar: SAFI ROYAL LUXURY HOTELS

promo hotel descuentos en hospedaje para curso
[Pino Suárez No. 444 Sur](#)
Centro. Monterrey, Nuevo León C.P. 64000
México.