

Tools for the Professional Translator

Rosalie P. Wells

COMMUNICATIONS

Differences between Outlook and OutlookExpress: <http://office.microsoft.com/en-us/help/HA010565781033.aspx>.

Google Mail (Gmail) – <http://mail.google.com/mail/help/about.html>

To see a **comparison** between **Yahoomail**, **Googlemail** and **MSNMail** go to

<http://www.extremetech.com/article2/0,1697,1585627,00.asp>

E-MAIL SIGNATURES

To learn how to set signatures in Outlook see

<http://office.microsoft.com/training/Training.aspx?AssetID=RC011891991033&CTT=6&Origin=RC011891991033>

For Yahoo! mail go to Options/Mail/Managemet/Signature

For google mail see: <http://mail.google.com/support/bin/answer.py?hl=en&answer=8395>

For hotmail: go to Options/Customize your mail/Personal e-mail signature

FTP To learn more about FTP clients see this very good article: <http://www.ftplanet.com/ftpresources/basics.htm>

Wikipedia has an excellent comparison: http://en.wikipedia.org/wiki/Comparison_of_FTP_clients

To send large files: www.yousendit.com

COLLABORATION 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)

E-FAX

http://www.internetfaxingonline.com/which_internet_fax.htm

ORGANIZATION TOOLS

Create an organization structure on your computer that allows you to work efficiently.

Keep all your work files under a single root directory such as My Documents and reproduce it in e-mail, paper filing

Naming Conventions; Don't change file names; Add identifier AFTER file name

File Renaming: <http://www.rlvision.com/flashren/register.asp>; www.renamewiz.com (time stamps only remain if docs are zipped)

EVALUATING YOUR WORK

What kind of document: <http://www.file-extensions.org/search>

How much work: <http://www.surefiresoftware.com/totalassistant/>

TRANSLATION TOOLS

Word Processing – Word in Menu Bar: Window/Compare Side By Side With...

Translation Memory Programs: To learn more, visit http://en.wikipedia.org/wiki/Translation_memory

Excel: =TRIM(A1) Removes what Excel considers as useless spaces; =LEN(A1) The function LEN returns the number of characters in a string

NOT TRANSLATION TOOLS

Adobe Acrobat (Create and Manipulate PDFs)

Acrobat Reader (Read PDFs) <http://www.adobe.com/products/acrobat/matrix.html>

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

Text to Voice: Acrobat Reader and Adobe Acrobat, Windows Help, search Text-to-Speech

Time Tracking: Egg: <http://www.sinnercomputing.com>, Excel: CTRL+; to enter date; CTRL+; to enter date

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

Backup and Security Tools: www.backup.com; www.ibackup.com; www.iomega.com

External Backup: www.Staples.com; www.amazon.com

Maintenance: Mavis Teaches Typing; Keyboard Shortcuts – Windows: <http://support.microsoft.com/kb/126449>; Word: <http://support.microsoft.com/kb/290938>

Stretching programs: <http://www.gotwristpain.com>

Administrative Software: Quicken for Home and Business; Microsoft Money; PractiCount & Invoice: <http://www.practiline.com/>

Research Tools: <http://www.yourdictionary.com/diction5.html>; www.google.com

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

Where to Get More Information: www.ata-spd.org; www.atanet.org; www.translationconsulting.com (AFTER Dec. 5th, 2007); www.internationalwriters.com