

Productivity Tools for the Professional Translator

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*Suggested by participants

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 Yahoo!mail, Gmail and MSNMail go to <http://www.extremetech.com/article2/0,1697,1585627,00.asp>

*[Magic Jack](#) -- Free Long Distance in US and Canada

*[meebo](#) - access many instant messaging programs from one interface

*[Trillian™](#) is a fully featured, stand-alone, skinnable chat client that supports AIM, ICQ, MSN, Yahoo Messenger, and IRC

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/Management/Signature

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

FTP To learn more about FTP clients see this very good article: <http://www.ftoplanet.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

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.rvision.com/flashren/register.asp>; www.renamewiz.com (time stamps only remain if docs are zipped)

*[Copernic](#) develops cutting-edge information management software that enable PC users to access, find, manage and even discover information they need.

EVALUATING YOUR WORK

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

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

*[Translator's Abacus](#) is a FREE word count program developed by GlobalRendering. Just drag and drop files to be counted to Translator's Abacus and a Word Count Report will be presented. The program also provides translation quotes for the most common languages such as Chinese, Japanese, Korean, French, Italian, German, Spanish, etc.

*[AnyCount](#) is a word count software

*[Count Anything](#) is a word-count utility. It runs on Windows, and is completely free.

Office Tips

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

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)

[Nuance PDF Converter Professional 5](#) - more economical than Adobe Acrobat

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>

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

*[Translation Office 3000](#) Have your clients' quotes and payments managed by a single application, issue various invoices with just a few clicks, have your computer manage folder structure for you.

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

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

Stretching programs: <http://www.gotwristpain.com>, *www.shelterpub.com

Where to Get More Information: www.atanet.org; www.translationconsulting.com; www.internationalwriters.com