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ATA Spanish Division Conference in San Antonio, Texas

By Deya Jorda Nolan

Airports are some of the world's biggest waiting rooms. While often an annoyance, this time I welcomed the chance to sit back and reflect on my experiences at the ATA's Spanish Division Conference held in San Antonio, Texas. The highlight of the conference for me was matching the voices and faces of email friends and colleagues who had previously only been known through the written word. Other topics of interest and importance were the ATA exam, editing tips, redundancies and much more. By coincidence, San Antonio was hosting their world famous Fiesta Week, it was a nice added touch to the conference.

One of the topics I enjoyed learning about the most was the Trados software advanced course. It included techniques about how the original document can affect the translation process. Luckily, the colleague giving the course loves computers and gave us many helpful tools. For instance, when using Trados, if the styles are not set up correctly in a Word document from the beginning, Trados will not recognize

bold, italics or other formatting features. Therefore, it is at times best to pre-set these features before starting the translation.

Another interesting topic was financial terminology. While not my particular field, it was extremely useful. In particular, although often repeated, was the idea that context determines how one term will be translated from many possibilities.

In the same spirit of providing conference participants with useful tools and techniques, Tomas Mansella gave a presentation about computer security. The ideas that stood out to me were the need to be extremely careful when choosing software and to protect myself by using tools such as a firewall and anti-Spam software.

More in-depth information was shared in two language-specific presentations concerning ATA exam preparation and "gerundios." In the

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A chapter of the

American Translators Association

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NOTIS Notes

Welcome to New Members

Robbie Clark [Japanese]
Gloria Goodwin [Spanish]
Lance Sentman [Spanish]
Petra vanKeppel [Dutch, French,
and German]
Jim Kuhn [Spanish]
Shirley Chen [Chinese]

Zetzsche's May 17 Presentation Kicks off Chinese SIG (Special Interest Group)

By Michelle LeSourd

Jost Zetzsche's presentation to the Chinese SIG was based on his Ph.D. dissertation and subsequent book, *The Bible in China*, which focuses on the history of Protestant Bible translation in China. Enhanced by Jost's engaging style, the presentation covered both linguistic and historical aspects of 19th century Western missionaries' monumental undertaking of translating the Bible into Chinese. The missionaries' initial unfamiliarity with the Chinese language and culture, and the evolution of their use and treatment of Chinese translators (from lackeys to colleagues) had a tremendous impact on the choices made during translation. They wrestled with the fundamental question of whether to use classical Chinese to win over the literati, or vernacular Mandarin (at that time just beginning to take root as a national dialect) to make it broadly accessible to the common people. In the end, the Bible translation work had some impact on the native Chinese movement advocating the use of the vernacular in literature. Another question, never fully worked out, was how to translate the word God; after decades of argument, two editions were issued, and two terms for God are used to this day (three, if one counts the Catholic version).

Jost's presentation and the subsequent lively discussion were a great kick-off event for the new Chinese SIG. All are welcome to future Chinese SIG activities. For information contact Michelle LeSourd at michelle@c2etranslation.com or (206) 764-8909.

Some Practical Tips for Translators and Project Managers: How to Get the Most out of Your Computer and Translation Tools

By Christine Michel-Gutierrez & Christina Zubelli

Jost Zetzsche's NOTIS workshop on *A Translator's Tool Box for the 21st Century - A Computer Primer for Translators*, provided translators with a multitude of strategies for getting the most out of their computer and translation tools. This lively workshop covered two main themes: understanding your computer and understanding what software you need. The following is a review of some highlights of the workshop.

I. Your Computer

1. Error Checking and Defragmentation

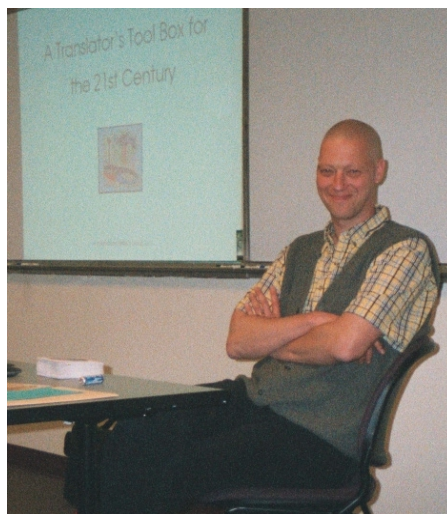
One of the basic 'house-cleaning' tasks that we were reminded to perform is to do a periodical error Check and defragmentation of the drives. In *Windows XP*, click at the My Computer icon, then right click at Local Disk (C:), select Properties, Tools, and Check Now. This first step will check the hard drive for any errors with the ScanDisk program. When finished, click at Defragment Now. This will defragment your C drive. If you have a second drive, the same process can be repeated. Disk Defragmenter is also found in the System Tools folder of the Accessories group in *Windows* operating systems.

Defragmentation is the process of moving portions of files that have been scattered around on the disk into contiguous clusters. Having fragmented files slows down your computer. Depending on how much you

use it, it might be a good idea to run these two steps once a month overnight.

2. Windows 2000, Windows XP or earlier versions of Windows?

For translators, the major advantage of these newer versions of *Windows* seems to be how *Windows 2000* and *XP* handle Unicode and non-



Western languages. These two platforms make it possible to process non-Western text, including double-byte text (Japanese, Chinese, Korean), without any additional programs or utilities. Another advantage of *Windows XP* is that it already comes with zipping and CD writing software, and graphic viewer. You do not need to acquire them separately.

3. Languages and Keyboards

To take advantage of one of the several language-specific keyboards that now come with *Windows*, select

Start>Settings>Input Locales>Change (*Windows 2000*) or Start>Settings>Control Panel>Regional and Language Options>Languages>Details (*Windows XP*). Among the different types of keyboard utilities that can be used with *Windows*, the most convenient one seems to be *AllChars* (<http://allchars.zwolnet.com>). This freeware utility allows you to type characters such as Ü, ç, î, æ, etc. very easily. Just type a CTRL-key followed by two characters that, combined, specify the character. An alternative is to use the *Windows Character Map*, for the infrequent accent or symbol. It is located at Start>Programs>Accessories>Character Map (or click Start>Run, and type "charmap").

4. Controlling Which Programs Are Automatically Started

Any program that is listed under Start>Programs>Startup will be automatically started when you start *Windows*. You can control what programs are automatically started from the Startup list by right clicking on the program you want to delete and selecting Delete.

5. Windows Explorer and Internet Explorer

Windows Explorer is a program you can use to view all the files and folders on your computer. *Internet Explorer* is an Internet web browser like *Netscape* or *Opera*. One of the recent features of *Windows* is that one can now access *Windows Explorer* through *Internet Explorer* and vice-versa. For instance, in order to access

the C-drive from the Internet Explorer, just type "C:\\" in the URL box.

6. Office Suites

Office suites are groups of programs that are interconnected yet separate. They include word processing, spreadsheets, personal planners, calendars, address books, graphics presentation programs that let you create your own slide shows and other presentations. Although other suites are also available, such as Sun's *StarOffice Office Suite* and IBM's *Lotus SmartSuite*, the most popular one is *Microsoft Office*. A new feature in *Word XP* is the ability to select several places in one document to apply formatting simultaneously (press the Ctrl key while you make your selections.)

7. Appearance

You can change the way *Windows XP* looks by doing: Start>Settings>Control Panes>Display>Themes>Windows Classic. The Start menu can also be switched to the classic menu by selecting Start>Settings>Control Panes>Taskbar and Start Menu>Start Menu>Classic Start Menu.

8. CD Emulators

A CD emulator is a program that emulates your CD/DVD-ROM drive. This allows you to work with 20 or

more CD-based applications, such as dictionaries, without having to physically open and close the drive each time you want to use a new CD. This can be very useful if we need to work with several CD-based dictionaries at the same time.

II. Software for Translators and Localizers

1. Word Count Utilities

Word count is a crucial part of our job. Although Word has become the most standard word counting tool, others are also available:



PractiCount&Invoice, *WebBudget*, *Déjà Vu*, *Trados* and *UltraEdit*. Because those tools apply different counting parameters, the word count results vary greatly across tools, which can cause serious problems between you and your client. To avoid any discrepancy between your and your client's word count, it is advised to agree on which tool to use before project start.

- When you want to do a word count on several documents at the same time, tools such as *Déjà Vu* and *Trados* can be used. *PractiCount & Invoice* and *FreeBudget* can also

be used and, in addition, they allow you to calculate invoiced totals and to write invoice reports.

- *PractiCount & Invoice* supports the following applications and formats: *Microsoft Word*, *Excel*, *PowerPoint*, *WordPerfect*, *HTML* and *Adobe Acrobat*. It can perform word counts, line counts, page count, character count, paragraph count and gross lines count. In addition, it allows you to count single files, folders, folders with subfolders, and drag-and-drop files from Windows Explorer into *PractiCount*. You can visit

PractiCount & Invoice website for more detail: www.practicount.com

- *FreeBudget* is freeware

- Translation memory tools such as *Déjà Vu* and *Trados* can handle HTML word counts

- For PDF files, you can either use the *Acrobat Plug-in PDFCount for Acrobat* but its accuracy is questionable. Another way is to export the PDF content into a Word document and use *Word* for the Word count. A new feature in *PractiCount & Invoice* now allows you to perform word counts in PDF files as well.

◆ Measurement Conversion Utilities

- To convert measurements, it is recommended to get the freeware utility *Convert* (see www.joshmadison.com/software). In addition to

allowing you to convert between a multitude of measurements, it also allows you to define your own parameters.

◆ Compression Utilities

- In order to receive and deliver files efficiently and properly, such a utility is extremely useful. In addition to make your file significantly smaller, it will also allow you to send only one file instead of many and to send your files as password-protected. There are many “zip” programs out there, the most commonly used being *WinZip*. The advantage of *WinZip* is that it is integrated with Windows and a right click is enough to access the program. One very useful feature is the “Zip and E-mail” option, which allows you



to directly e-mail your zip file to your client.

◆ Text and HTML Editors

- Text Editors
- NotePad and WordPad come with every version of Windows and they allow you to create and edit text files. However, if you want to manipu-

late your text-based files, more powerful programs are also available: *TextPad*, *Multi-Edit* and *UltraEdit*. One of the nice things those programs can do is open large files in a few seconds. This feature can be particularly handy when you have to work with very large glossaries, for example. These programs also allow you to perform extensive searches through large files, compare different versions of files, or convert between different formats.

- HTML Editors

- A good guideline for your choice of HTML editors is to use hands-on/non-intrusive tools that will not add extra coding that your client does not want. Editors such as *HomeSite* (www.macromedia.com/software/homesite) or *HotDog* (www.sausage.com/products) can do the trick. Applications such as *FrontPage* or *Dreamweaver* are not recommended, and neither is *Word* as it will add tons of new code. Another option is to use the same application that was originally used to create the webpages.

2. Saving HTML files from the Internet

Although it is not recommended to save files from a website for translation purposes as it will add or change code, you often need to save web pages for quoting purposes. To save a single file, go to File>Save as and select Webpage or Webpage, HTML only in the Save as Type menu. If you want to download a whole website at once, you can use spiders such as *TenmaxTeleport Pro* (www.tenmax.com/teleport).

3. Computer-Assisted Translation Tools (CAT) tools

CAT tools are aimed at aiding the translator in the translation process.



The most interesting CAT tools are Translation Memory tools such as *Transit*, *Déjà VU* and *Trados*. Such tools can “memorize” translated text that can be leveraged against new translatable content, and they also allow the translator to build terminology databases. These tools are particularly useful for translators who deal with repetitive, specific content (technical, medical, or legal) as it will save them tremendous time and money as well as it will ensure consistency and accuracy of terminology.

What are the similarities and differences between Transit, Déjà VU and Trados?

Similarities:

- The dongle: this is a copy protection device to prevent translators from freely sharing programs. You can get a USB dongle for the USB port or a traditional parallel dongle for the printer port

- All those tools have a freely configurable terminology component

- All of them process text in Unicode so you can access all languages supported by Windows

- All of them allow “alignment” of already translated text into translation memories

- All of them support TMX (Translation Memory Exchange format)

- All of them support a wide range of file formats and tagging standards

- All of them allow concordance searches in their translation memories

- All of them have some general word processing features

Differences:

- The interface: *Transit* has a semi-WYSIWYG (“What you see is what you get”) interface; *Déjà Vu* has a non-WYSIWYG interface (tabular format); *Trados* displays in Word format, except for HTML files which, thanks to a new interface called *TagEditor* allows processing of various tagged file formats

- Code Handling: *Trados* displays all tags in the same form as the original tags; *Transit* encodes and displays the outside coding information and hides the inner-segment-coding; *Déjà Vu* hides everything outside the actual segment and encodes the inner-segment coding with write-protected numeric codes

- Terminology Handling: Building a terminology database has many advantages, especially when you are translating in different subject areas. The application will help you make the right choice of terminology. *Trados’ MultiTerm* and *Transit’s TermStar* are terminology databases that are part or independent of the translation memory solution, while

Déjà Vu’s terminology component is an integral part of the translation workflow.

Free Translation Memory Editors

If you want to get a good overview of what tools can do for you, there are free programs available to translators: *Alchemy Catalyst* (www.alchemysoftware.ie), *Star Transit*, *SDLX*, *Déjà Vu*.

As Jost emphasized during his presentation, it is extremely important for translators and project managers nowadays to develop a good knowledge of their computer’s capability and to know how to use translation-specific tools. This knowledge will not only make your work more efficient, it will also make you more marketable. We hope that this review of tips will encourage you to take advantage of what your computer can do for you and to use the valuable tools that are now available to our profession.

Jost Zeztsche’s book *A Translator’s Tool Box for the 21st Century - A Computer Primer for Translators* is available on the International Writers’ Group website at: www.internationalwriters.com.

Continued from page 1

presentation concerning the ATA exam, participants were given examples of the most common errors found in exams. Surprisingly, writing the incorrect dates happens more often than one would imagine.

The other presentation covered the topic of translating gerunds from English into Spanish, which can be a very difficult task. In English one can say, “exploring the trend,” or “man-

aging the group,” for instance, but it is incorrect to translate these phrases into Spanish using the same “ing” ending. Using a noun is the most commonly appropriate translation. However, the use of gerunds in this specific instance is becoming so widespread that it is at times becoming acceptable. As professionals we must strive to set the standards and not follow this trend.

Redundancy or emphasis was another interesting topic. Pimpi Coggins explored this issue, giving numerous examples including: *You will receive an exact duplicate of the key*, (emphasis or redundancy?) *Most, but not all, states have two other rules as well...*, and *People should have their dogs spayed and/or neutered*. For each of these and other examples, we discussed whether or not the translator should maintain the redundancy. Can we recognize when it is emphasis and when it is redundancy? This is a topic that I am sure will continue to be explored.

We wrapped up the conference with terminology Ping-Pong—a comparison of terms and phrases between Argentina and Colombia. Alicia Agnese and Olga Lucia Mutis did a wonderful job of presenting it in a fun, educational way. It was an extraordinary ending. For those remaining, a mouth-watering Sunday brunch was their reward, as I headed back to my Seattle home, I wondered with anticipation where the next conference will take me?

Deya Jorda Nolan is a freelance translator, English into Spanish.

NAJIT IN NASHVILLE

*By Ann G. Macfarlane
Executive Director, NAJIT*

The Memorial Day weekend drew 155 court interpreters, administrators, scholars and activists to Nashville, Tennessee for the 24th Annual Meeting and Educational Conference of the National Association of Judiciary Interpreters and Translators. The program was an eclectic mix of educational sessions, giving attendees the opportunity to sharpen their skills, to learn about significant national and international developments in the field of court interpreting, and to help formulate NAJIT's policies on some key public issues. Tennessee weather was blustery, but the collegial atmosphere warm and friendly.

When I took up the position of Executive Director to NAJIT last July, plans for the conference in Tennessee were just taking shape. Tennessee instituted a new credentialing program for spoken language interpreters in the year 2002. We were fortunate to have Rebecca Montgomery of the Office of the Administrator of the Courts give a presentation on the program. The AOC also supported our conference in a concrete way, by offering scholarships for the conference registration fees to qualifying Tennessee interpreters. This innovative development allowed some interpreters to participate for whom the conference would otherwise have been out of economic reach. It would certainly be a desirable model for other states with the resources to follow!

The newly-formed Tennessee Association of Professional Interpret-

ers and Translators (TAPIT) played an active role in organizing this event. Co-presidents Marvyn Bacigalupo and Judith Kenigson Kristy (also Treasurer of NAJIT), together with their colleagues, did a great deal to make the conference a success. We were also fortunate to have the support and participation of several American Sign Language (ASL) interpreters. NAJIT is committed to increasing cooperation and collaboration with colleagues working in ASL.

Duard Bradshaw, President of the Hispanic National Bar Association, gave a rousing keynote address that included his preferred guidelines for lawyers on working with interpreters. The audience received his remarks with enthusiasm. We were also pleased to have several attorneys attend the educational sessions, for which Continuing Legal Education credit had been obtained from the State of Tennessee. Many attendees commented on what a good omen for the future this kind of collaboration between attorneys and interpreters represents.

Other distinguished presenters included Thomas L. West III, President of the American Translators Association and of Intermark Language Services, and Esteban Cadena, President of the Organización Mexicana de Traductores and Coordinator of the Regional Network for North America, a new initiative of FIT, the Fédération Internationale des Traducteurs. C. Sebastian Aloit, Senior Attorney, Coordination and Review Section, Civil

Rights Division, U.S. Department of Justice, enlightened the audience about the Federal requirements of Title V legislation as it applies to Limited English Proficiency speakers.

One of the most exciting aspects of the conference for me personally was an initiative to prepare Position Papers on key issues. Attendees met in groups and brainstormed on the topics of: qualifications and credentialing, preparing interpreters in rare languages, best practices for working with attorneys, summary interpreting, and team interpreting. The NAJIT Publications Committee and the Advocacy Committee will be working together to refine the results of this session and produce papers that will be available to the public on our website and as printed documents. It's clear from the calls to NAJIT headquarters that there is a real need for good information and sensible policies on these topics. I am hopeful that this will be a significant public service that NAJIT can provide.

During my time with NAJIT I continue to be impressed by the high level of professionalism, the dedication, and the expertise of the court interpreters who serve the association on the board and committees, and who volunteer as members. It was great to see all those qualities in flower in Nashville. Plans are now under way for NAJIT's 25th Annual Meeting and Educational Conference, to be held in Denver from May 21-23, 2004. NOTIS members interested in court interpreting should mark their calendars and join us in Colorado, the Centennial State, for NAJIT's Silver Anniversary! If Nashville is any guide, it will be a grand event.

Calendar

Date	Event	Details	Time & Place
July 1, 2003	Court Interpreting: The Cinderella of the South African Justice System	No fee, but registration required by sending your name and contact info to: Loie Feuerle Lois.M.FEUERLE@ojd.state.or.us	6:00-8:00 p.m., Multnomah County Courthouse, Portland, Oregon
Weekend of October 4, 2003	NOTIS / WITS International Translators Day	Lunch and Special Guest Speaker	To be established (Potentially Seattle & Portland)
November 5-8, 2003	44 th Annual ATA Conference	www.atanet.org or conference@atanet.org	Pointe South Mountain Resort Phoenix, Arizona
November 22, 2003	NOTIS Annual Meeting and ATA Recap		To be established

The French/German Special Interest Group meets every second Wednesday of the month at the restaurant La Costa in Issaquah (240 NW Gilman Blvd) at 6:30 pm. If you have any questions/suggestions, email Marilyse Benyakar at marilyseb@earthlink.net with your address and phone number included in the email or call her at (425) 831-5515. Anybody who wants to speak French or German is welcome.

For other national and international T&I events, please see the NOTIS website at: www.notisnet.org.

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