NOTA BENE

Upcoming Events

ATA Certification Exam
Saturday, June 19, 2004, 10:00 a.m.
Satterfield Hall,
Kent State University
See new requirements on pg. 5

Eastside Discussion Group:
Wednesdays, January 14, February 11, March 10,
7:00 p.m. at Borders in Solon

West Side Discussion Group:
Wednesday, Jan. 28, 7:00 p.m.
at the Tri-C West Campus

La Tertulia

1/18	(En → Sp) DUI report	2/29	(Sp → En)
2/1	(Sp → En)	3/14	(En → Sp)
2/15	(En → Sp)	3/28	(Sp → En)

New West Side Discussion Group

On Wednesday, November 19, 2003, Margaret Nevits organized a new West Side discussion group at the Tri-C West Campus. See what one of the members has to say about it:

On Wednesday, Nov. 19, 2003, Margaret Nevits organized a discussion group at the Tri-C West Campus. This location was very close to home, so I decided to give it a try and see what the discussion groups were all about. Invaluable translation information was exchanged. I also picked up a few tips on my computer's capabilities. Then we were treated to home-baked Polish bread and authentic Polish kielbasa, all the way from Chicago, which Margaret had made and brought. The evening flew by. I am looking forward to attending this discussion group because it is informative and we have a great time.

Gabriele Bernhardt

La Tertulia

Come join "La Tertulia", a dedicated group ("al pie del cañon") of Spanish<>English translators and interpreters. Meet in an informal setting to share ideas, terminology and fun. Here are the texts we've deconstructed and reconstructed to date:

- Newspaper article from Guatemala
- Seneca, The Wisdom of the Stoics
- Una acta de conciliación declarativa de Colombia
- Autopsy report
- Biological study of Columbia
- Handout on back injuries
- Sworn statement

On Jan. 4, we'll practice simultaneous and consecutive interpretation and discuss the problems unique to police interrogations.

We meet at 3:00 p.m. every other Sunday at Café Aroma, 445 East Exchange in Akron. Contact Natasha Curtis at ncurtis@naclanguageservices.com or 330/633-8146, 330/414-7401 for details. ¡Nos vemos pronto!

The NOTA Holiday Party
by Christine Ashby

Looking out the window on a wet Saturday evening in my house south of Akron I was not excited about driving almost 40 miles up to Cleveland for the NOTA party. But this not-a-party-girl always had a wonderful time at the Knudsen's party and longed to see old friends, so I overcame my apprehension and ventured out into the dark night. And I was not disappointed. Anne and Kamal were fabulous hosts. Good food and drink were abundant as always, and the seating at various locations encouraged moving around, having laughs and/or serious conversations with people from many different backgrounds.

One cannot be shy with this group; each member has an interesting

In this Issue:

President's Message

I would like to take this time to wish you all a prosperous 2004 and lay out a few goals for the coming year. NOTA currently has 102 members. I hope to expand on that in several ways.

First of all, the upcoming Trados seminar has brought us a few new members and increased our standing in the translation industry. We even have two notable ATA members attending. I was also able to get continuing education credit for the Trados seminar, and I was thrilled to inform the participants that they will be earning 10 CE points for the seminar, which equates to a full year's requirement (we need to earn 20 CE points in three years). At last count, 22 people have registered to attend. The planning and logistics for the upcoming seminar have kept me extremely busy. Each attendee has different needs that must be addressed. Anne Chemali and I don't know what we would have done without the help of Sue Ellen Wright, who has helped coordinate the details of the event with Kent State University.

Second, I would really like to focus on public relations this year. The ATA's public relations committee has done wonderful work getting media coverage about the fields of translation and interpreting over the past year, and I hope we can tap into that success at the local level. I encourage you all to visit the School Outreach pages at www.atanet.org/ata_school/welcome.htm and seriously consider speaking at a local school about our profession. After all, those children are the future. Manfred Mondt and Klaudia Schaller are collaborating together on the web site and are working on ways to better place the web site on search engines. I also haven't given up hope that we may one day provide a pro bono translation for the Rock and Roll Hall of Fame.

We don't have an exact count, but the holiday party was attended by approx. 30 people. I would also like to thank Anne and Kamal Chemali for hosting our annual holiday party. The baby grand piano and excellent playing of Manfred, Marat Suleymanov, and Kamal and vocal stylings of Lee Wright and myself really helped liven things up. As usual, the assortment of food was top-notch, and no one left hungry. We all had a great time, as evidenced by the enclosed photo and article.

The 2003 ATA Conference in Phoenix was extremely enjoyable. Several members have jotted down their thoughts to share with us in this issue. We enjoyed spectacular weather in Phoenix, and the events on the beautiful terraces were enchanting. Many of us made valuable contacts at the conference, myself included. I always try to attend one session that challenges me and expands my horizons. Unfortunately, the sessions I wanted to attend (such as "Taking Care of Business: The Non-Language Side of Freelancing") usually conflicted with previous commitments. Hopefully some of them will be repeated next year. That said, I encourage you all to attend "40 Ways Project Managers Drive Translators Crazy." The humorous dialog between a project manager and a translator was the highlight of the conference for me. I also enjoyed spending time with the many NOTA members in attendance and was sad that I could not meet a few of you I do not yet know (such as Cliff Bender). Perhaps next year NOTA can arrange a lunch during the conference to allow us to get to know those who cannot attend the discussion groups or parties throughout the year. Due to its close proximity, I hope we can have a record turnout at the upcoming conference in Toronto on October 13-16.

Several people enjoyed the West Side Discussion Group in November, and Margaret intends to invite a speaker to the next one. Residents on the East Side and surrounding area continue to attend the Translators Discussion Group at Borders Books in Solon, which meets every second Wednesday of

the month. Now that I am not teaching at Kent we may change the date back to Thursday, depending on what is best for the regular attendees. I'll get back to you. Perhaps inspired by La Tertulia, which meets every two weeks, one of our French members is interested in starting a French group to meet once a month. If you are interested, please contact Beth Choi at bchoi1@copper.net. I am also going to ask the ATA if we can offer CE credit for these language development groups since it is an educational experience. More on that later.

It won't be long until we hold our elections in August, so

story to tell, and we always learn something new about other customs, projects, politics, etc. Pianists Marat, Manfred, Kamal and Jill enhanced the evening, extracting sweet music from the elegant baby grand piano, and Lee displayed his rich voice singing Christmas carols. It was the perfect party, thanks to the gracious hosts Anne and Kamal, the musicians, and the participants who shared their stories and experiences, moved from table to table and spread cheer. What a group, the party alone is worth our membership fees.
Thanks to all, I look forward to next year's party with great anticipation.

We welcome the following new members:

Ms. Mary Falcon
505 Carver Street
Pickerington, OH 43147
Tel.: 614-837-3529
mfalcon13@prodigy.net
Nat. Lang.: English/Spanish

Mr. John Bomback
French Interface Translations
5607 B North Greenway Ct.
Highland Hts., OH 44143
440-684-0944
jbomback@french-trans.com

Kyoko Niwa
Honda R&D Americas, Inc.
21001 State Route 739
Raymond, OH 43067-9705
Tel.: 937-645-6218
Native language: Japanese

Ms. Tanya Bomback
French Interface Translations
58, route de Bonnée
45730 St. Benoît-sur-Loire
FRANCE
+ 33(2) 38 35 20 57
tbomback@french-trans.com

New Email Address:
Claudia Mosso: claudiagmosso@velocity.net

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we need volunteers for the Nominating Committee. Several members have already expressed interest in running, which I feel is encouraging. I would much rather have several candidates run for a position than scramble at the last minute to fill vacant positions. We plan on publishing bios of all the candidates in the May NOTA BENE, so I would really like to have all the candidates lined up by then.

Overall, I look forward to the upcoming year, and I hope it is a fruitful, prosperous one for you as well as for NOTA.

Jill Sommer

First Time at the ATA Conference
by Dr. Cindy Hazelton

The 44th Annual Conference in Phoenix was my second ATA conference. I was pleased to see so many familiar faces from last year's conference in Atlanta. The translators I have met at the conferences have all welcomed me into the profession, and most encouraged me to contact them for assistance as I am starting my career.

This year's selection of seminars was good, but I would like to see more French sessions in the future. (Of course, I realize that the number of sessions for each language is somewhat related to the number of translators working in it.) Since French is my area of concentration, I tried to attend every French session. For me, the most interesting and useful session was John Pincus' overview of the French Legal System. His handout is an extremely valuable resource tool and I feel that I can contact him if I have questions in the future.

I was also particularly interested in the session on "Preparing to Take ATA's Accreditation Exam." The presenters gave helpful information on how the exam is scored and the session was heavily attended. Apparently passing the ATA exam remains a real challenge for many of us!

I was pleased to see the number of sessions on technology and translation. CAT tools will continue to be an important issue as our profession grows, and the ability to use them will undoubtedly separate the professional translators from the amateurs in the future. As translation technology evolves, it is important that we can keep current and learn about new software at our annual conference.

The Exhibit Hall and Job Exchange were well organized. I found it very helpful to speak with representatives of translation agencies and I was very pleased to be contacted by two of them several weeks after the conference. The networking opportunities at the conference are an excellent reason to attend.

While I found the Pointe South Mountain Resort very beautiful and relaxing, I think the Atlanta hotel was probably more conducive to meeting other translators. The meeting rooms in Phoenix were larger, but the layout seemed confusing to many attendees. In addition, the lack of one central meeting area made it difficult, and at times impossible, to find colleagues. But in general, the Phoenix conference was well organized, informative and encouraging to me. I am already looking forward to next year's conference in Toronto.

The Etiquette of E-Mail

by Jill R. Sommer

This article has been inspired by Woody's E-Mail Essentials. For more e-mail tips, be sure to subscribe to the free newsletter by sending an e-mail to WEE@woodyswatch.com.

Use a Subject Line

In real life it is generally a good idea to be succinct and one word often suffices, but in the case of e-mail, more is better. A good subject line should grab your recipients' attention and explain the reason you are writing. It also ensures it will not be mistaken for spam (unsolicited commercial e-mail) and end up unread in the Trash.

What constitutes a good subject line? A good subject line should be succinct and to the point. As a rule, the subject line should:

- Summarize the main point of the e-mail in a few words
- Help distinguish it from spam
- Help the recipient track an e-mail conversation as it develops

A subject line with more than 50 characters is not going to show in an e-mail program's display, so try to keep it brief. No one ever said a subject line should be great literature, but it should at least give the recipient a hint of what you are trying to say, as briefly and to-the-point as possible. On the other hand, do not take brevity to extremes. Unless you know the recipient really well, try to avoid nothing subjects like "Hi" or "Question."

If your e-mail covers several topics, try to include them both in the subject line, separated by a comma or colon, or specify that there are several topics. If you choose the former, it gives the recipient a heads up that the e-mail contains several points, and he or she will be less likely to just read the first paragraph and move on.

A good subject line also helps anti-spam software and human recipients distinguish your e-mail from junk e-mail. Try to avoid common spammer subject lines such as over-using punctuation (You have got to try this!!!), using all uppercase letters (on the Internet uppercase letters indicate a person is yelling, so this is never a good idea anyway), and omitting a subject line completely.

If you are having an e-mail conversation and the topic segues into a new topic, be sure to change the subject line to reflect that change. Also, you do not need more than one "Re:" in a subject line. Nothing is more annoying than:

Re: Re: Re: Re: Re: Re: Re: Re: Lunch on Friday?

If you change the subject line, you might want to include the original subject in your new subject line. Use 'previously,' 'formerly' or, more succinctly, 'was' when creating a new subject line. So the new subject line would be:

Drinks next Wednesday (was: Lunch on Friday?)

This is frequent practice in newsgroup discussions. It does not matter if the subject line becomes long in this case, because the current topic of discussion remains visible at the beginning.

To Quote or Not to Quote

The issue of whether to quote the original text when replying to an e-mail is certainly quite a sticky wicket. Opinions on the matter are often divided, and everyone has their own preference.

Most e-mail programs have their own default settings when it comes to quoting text, so you really don't have to worry about indenting or using a greater than (>) character or any other chosen character or format to indicate it is a quote.

Where to quote

One of the most highly debated practices is whether to intersperse the response with the original text or place your response above or below the original text. In the end, it is up to you. It is a generally accepted practice to either intersperse your response with quotes or place the response above the original text. However, there are no good reasons for putting your reply beneath the original. First, it forces the recipient to scroll through a lot of unnecessary text to read your reply, which is a waste of their valuable time. Second, since most people reply above the original there is a good chance your recipient will fail to see your reply altogether and simply assume you hit the Send button before you started typing. Third, your reply won't show up in the preview pane, which many people use to save time reading their e-mail. In the end, there are no hard and fast rules for quoting, but it is good e-mail etiquette to keep the recipient's needs in mind at all times.

Try to quote when replying to an e-mail message

This helps jog the recipient's memory as to what is being discussed. Some people receive up to a hundred e-mails a day and can't always remember what each of the previous messages contained. If you quote the original mail you save your recipient the trouble of tracking down the

original outgoing message to review what he or she wrote in the first place. So quote wherever you can.

Prune wherever prudent

Quoting is important and good etiquette, but you don't have to quote the entire message. If someone writes you a long e-mail and you are only responding to one or two points, you can usually prune away the extraneous sentences.

On the other hand, if you receive a lengthy message and want to reply to most of the points, you can and should quote the whole thing. However, be sure to delete all unnecessary material such as long signatures and those "Confidentiality" tags some companies add automatically to all outgoing correspondence. Quote as much as you need to get your point across and think of your recipient when composing your message.

Pruning a long exchange of messages is quite simple, just scroll down the reply (a few Page Down keys will do) hold down the Shift key then press End. That should highlight everything from the mid-point of the message and the bottom of the message. Then just press Delete to remove the excess.

Composing your Thoughts

Remember that an e-mail, like a diamond, is often forever. People often store e-mails on their computer forever and can forward them without permission. Even though an e-mail has been deleted from your computer, it can still be recovered if someone knows what he or she is doing. Think carefully about what you say and to whom you are saying it. You are a professional, so you need to appear professional at all times.

It is especially important in our line of work to send perfectly crafted e-mails. Use the spell check function on your e-mail program. Think before you write. Telling a colleague to "go suck a lemon" is not professional behavior. If you are unsure of how you are coming across, call a colleague to read the e-mail and ask for her opinion. Once you have written a reply, step away from it for a while. Take a break, translate a bit, make a cup of tea. When you get back to it, you will have calmed down and can probably formulate your thoughts much more coherently and diplomatically.

Sending attachments

Do not assume everyone else has DSL. I admit it: although I am a techie at heart, I still lean toward frugality and continue to have a dial-up account. Nothing annoys me more than quickly checking my mail only to wait 20 minutes for a single e-mail to download. If you are going to send someone the latest photos of your kid, your pet, or whatever, be sure to check with them beforehand and give them a heads up that they will be receiving a large attachment. If I know I am getting a 5 MB attachment I am less likely to quickly check my mail before running out the door to an appointment.

When you do send attachments, send them in the most compact form possible. Use a zip program to compress Word documents and other files. Decrease the image size; convert BMP images into JPGs before sending. Most graphics programs like Photoshop or even the Paint program that comes with Windows can do this for you. A good freeware graphics program to try is Irfanview (www.irfanview.com).

Also, almost all Internet Service Providers limit the size of individual e-mails you send or receive and the overall size occupied by all your incoming e-mail on the mail server. That is why it is important to download your e-mail regularly so your server-based mailbox doesn't become clogged and bounce e-mails.

Although it differs from ISP to ISP, the per-item limit is usually around two megabytes with the total allowance around 10 megabytes. Even if your ISP has a more generous limit, you should remember that your recipient may not be so fortunate. Unless you have specific knowledge of your recipients' mailbox limits, you should usually try to keep each e-mail under 2 megabytes in size. Also, if you have a web-based e-mail, be sure to empty your mailbox occasionally. Otherwise my e-mail regarding the upcoming event will bounce back to me, and I will remove you from my e-mail distribution list, thinking you have changed e-mails and not told me.

In our line of work we are often sent larger files from our clients, which we then have to translate and send back. There are ways to get around sending a big attachment. You can use FTP, messaging file transfer, or an online file storage service - or you can use a file splitter. Some versions of WinZip offer a file splitter feature. A file splitter divides the attachment into smaller files and sends the individual sub-files in separate e-mails. There are lots of file-splitting utilities available. Surf the Net and choose the one that is right for you. However, if you use a file splitter, be sure to tell your recipient how to deal with the file segments and how to recombine them.

ATA Certification Exam Requirements - New ATA education/experience pre-requisites are in effect. You cannot sit for the exam unless you have been an ATA member for at least four weeks prior to the exam. You must also submit proof of sufficient education/experience to ATA Headquarters to sit for the exam. You can download the Proof of Eligibility form at http://www.atanet.org/acc/Eligibility_Requirements.pdf. This form must be submitted with your exam registration form (located at http://www.atanet.org/accred.htm.)

Why I like Déjà Vu

by Ted Wozniak

The short answer to that question is, first and foremost, the flexibility and support, followed by the speed and consistency. I imagine these last two are advantages provided by any computer-assisted translation (CAT) tool.

The best way to explain why I like Déjà Vu (DV) in particular is to explain how it works and to provide a few examples. I should note that I am referring to DV3. Atril, the maker of Déja Vu, has released version X, a major upgrade that has significant changes, but I have not had a chance to become familiar with it yet. You can visit www.atril.com for more information about the changes in DVX.

The translation process is basically the same with both program versions, so I will just mention where DVX differs significantly from DV3 in those features that I discuss. I should also note that I deal primarily with corporate and financial translations. I don't see many "100 percent matches" as I imagine translators of technical or user manuals do, or even many "fuzzy" matches. And I still have seen a huge increase in my productivity since using DV, not to mention better consistency in the use of terminology.

Support

Atril support is there 24/7/364 - I think they do take Christmas day off. Problems are addressed rapidly and Atril support gives 100 percent. Early on I had a problem with a PowerPoint project and the deadline was approaching. I had finished the translation but DV just wouldn't export. I posted a message to the user-group mailing list, seeking help at about 3 p.m. CST. Atril support in Spain answered and instructed me to send them the project files. It must have been about 10:30 p.m. in Spain. I sent the files and within two hours, they had returned the repaired files, informing me that there had been some problem with my database; I was able to complete the project and make deadline. Another time I was in Germany for an on-site project and thought I had lost my dongle. Atril immediately provided me with a temporary code so I could continue to work. They were willing to send a new dongle to me overnight, charging only a replacement fee. Luckily, I found my dongle.

Atril also has provided free program updates throughout DV3's lifetime, and the upgrade to DVX is free to anyone who bought DV3 after October 1, 1999. That's 3 years and 7 months after the last upgrade! (I opted to pay $100 to upgrade AND keep my current DV3 license so I can use both programs side by side for a while)

Flexibility

DV has a large variety of settings and options so each translator can make the application work the way they would like. By turning these settings on or off, I can adjust DV to meet my general needs and finetune it for each individual project. DV also works with almost every file type I can think of, and several I never heard of. It supports 31 different file formats, including all MS/Star/Open Office formats, Adobe,

Quark and other DTP formats, as well as various programming & help file formats, about which I know nothing. It also supports a variety of Trados file formats. I've used DV to translate every MS Office file type, html and xml files as well as Trados files. There have even been reports that Trados files processed in DV are "cleaner" after exporting than those done in Workbench.

DV3 requires a separate project to be set up for different file formats, e.g. doc and rtf files in one project and spreadsheet files in another project, however DVX now allows all files to be processed in the same project. I can work on one file at a time or all the files in the project simultaneously. With Word and Excel files I can also "hide" source text if necessary, so DV doesn't even see it. It remains there, untouched, when I export the final translation.

DV uses various components to "process" files. Behind each project, there is a memory database (mdb) that contains all previously translated sentences (or "segments"), and a terminology database (tdb) that contains words or phrases from previous translations. Each project uses these databases to "look up" previously translated sentences, phrases, or words and, depending on how you set up your project, you can automatically use data from these in the current translation. When I create a project, I define the client and subject and file types to be imported. Once I set up the project, I batch import files into DV, leaving the original files untouched --- a nice safety feature as I was accustomed to overwriting original files and sometimes forgot to change the file name. I also open the source file on my laptop as I translate so I can use that for reference as I work. Once my files are imported, I can start translating—and here is where DV starts paying for itself.

DV allows each user to customize program and project settings. I use what DV users call the "Big Mama" approach for the mdb and tdb: I have just one huge memory database and one huge terminology database, where all of my previous translations are stored. Other users prefer to use separate databases based on the client, the subject, or whatever they choose. All entries are marked with client and subject data. (DVX allows multiple databases to be assigned by priority to a project). I also set DV to use "AutoAssemble" and "AutoPropagate" when I move from one segment to the next.

Working on the project

After importing all the project files, I can create a project-specific lexicon. DV can do this for me by creating a list of all words (or phrases of x number of words) in the entire project. While I rarely use this feature anymore, as it is time consuming and requires a lot of post editing, it can be helpful with a project that has a lot of "new" or technical terminology. I do import any glossaries provided by the client before starting the translation and I add terms to the glossary as I work. Entries in the project lexicon take precedence over any terms in the databases. In addition to client or project specific terminology, this is great when dealing with proper names that contain common words or "Denglish" terms that I don't want

polluting my tdb. When the project is completed, I can provide the client with a new glossary if desired (for a fee, of course). If there are enough new general terms, I can edit the glossary in Word and then import it into the terminology database for use in other projects rather than sending each word to the tdb as I work.

AutoAssemble may be DV's most powerful feature. As I move from one segment to the next, DV compares the source text first to the mdb. If there is a match, DV inserts the target text from memory and colors it dark green to let me know it is a 100% match. For all other matches, there is a "fuzziness" setting I can set for each project to define how close a match has to be. If there is a fuzzy match, DV inserts the text from memory and marks it light green. There is a window below my working window, where the source and proposed target segments are shown, as well as the source and target segments from memory. Any words in the project source that are not in the memory source are colored red so I can see what text has been added, and any text in the memory that is missing in the project source is crossed out so I can see what has been deleted. At this point, all that is needed is to edit the assembled translation based on the changes.

If there is no close match for the entire segment, DV compares words and phrases, first against the project lexicon, then against the tdb. If there are matches at the phrase or word level, it inserts those matches, giving preference to longer phrases over words, the lexicon over the tdb, and the client and subject definitions if the same word or phrase is in the tdb for different clients/subjects. It then inserts those matches into the assembled translation. I have chosen to have DV insert the source text for those parts that do not have any matches. I now have an assembled translation that looks something like this:

Segmente, die in Bezug auf Produkteigenschaften, Leistungserstellung, Kundenprofile, Vertriebswege und regulatorisches Umfeld gleichartig sind, können gemäß SFAS 131 zusammengefasst werden.	*segments, die with regard to Produkteigenschaften, provision of services, customer profile, distribution channels and regulatorisches environment gleichartig sind, können in accordance with SFAS 131 zusammengefasst werden.*

I have another window on the right, which shows all matches from the lexicon and tdb (color-coded so I know which is which), and I can see the client and subject assigned to the term to determine if it fits in the current context. I can click on these entries to insert them into the assembled translation, if desired. I then edit the assembled translation as needed. As I edit the assembled translation, I can send new words and phrases to the lexicon or tdb, if I feel they will be useful later. When the segment is completed and I move to the next segment, DV automatically sends the completed segment to the mdb and "autopropagates" it throughout the current project, i.e. any 100% matches will be already translated and marked in dark green and I can just skip them. Any close matches are also autopropagated and marked in purple for editing. Using the example above, when finished I would have added *Produkteigenschaften - product characteristics* and *regulatorisches - regulatory* to my tdb and sent the final translation (*Pursuant to SFAS 131, segments may be combined if they are similar with respect to product characteristics, provision of services, customer profile, distribution channels and the regulatory environment*) to my mdb.

After processing hundreds of files and thousands of terms, more and more words and phrases are automatically translated in each new project. I currently have almost 59,000 entries in my mdb and 41,300 entries in my tdb. The tdb is almost as large as the mdb because I have added multiple entries for the same basic word or phrase, e.g. nominative, accusative, and genitive forms for singular and plural nouns, adjectives, and phrases.

By assigning client and subject data to each segment and phrase, it is easy to determine if a German word with more than one meaning fits in the current translation or needs to be changed. For example, because I work with many accounting and financial reports, the word *Umsatz* appears frequently in my work. I have clients whose translations are primarily intended for the European market and therefore prefer British English. Others are interested in the American market. And others have already set down company-specific translations for certain terms (especially for accounts in the annual reports). If a segment says *Umsatz um 12 % auf 1,3 bn. aufgestiegen in 2002*, DV has several choices for the word *Umsatz*. If I have defined *Umsatz* in the project lexicon as *gross sales*, that will appear in the assembled translation. If there is no entry in the lexicon, the program looks in the tdb (assuming there is no match for the entire segment in the mdb) and looks at all entries of *Umsatz* there. If there is a match for the project client, say *sales revenue*, from a different project, it will insert that. If there is no client match, but the subject is "Accounting - UK," it will insert *turnover*, as I have defined that for another client under that subject. If neither the client nor the subject entries for the word match the project client or subject, it inserts ALL my entries for *Umsatz* from the tdb into the assembled translation, with each entry in brackets. I can then select the appropriate translation and send that to the project lexicon so that particular translation of *Umsatz* will be used throughout the project. Or I can use an entirely different translation if necessary and send that to the lexicon and/or tdb for future use.

As a financial translator, another feature of DV that I appreciate is automatic conversion of number formats. I use the option in DV to convert numbers automatically from the German convention to the US convention: replace commas and periods with periods and commas, respectively. A real time- (and eye) saver!

translation for Y than is Z, which we used initially. I do a global search and replace of course, but the terminology check is a great fail-safe device, especially for large projects that have ongoing revisions. DV stops at any segment where the translated term used does not match the lexicon (or the tdb if there is no lexicon entry). I can check whether I need to change the translation. There is also a setting to check numbers to ensure that they have been properly inserted into the target segments.

The second proofreading feature is the two-column export. I can export selected portions of the project or the entire project/file to a 2-column or tabbed Word or plain text document for proofreading. The exported file contains the source and target text side by side, and optionally, data needed to reimport the revised target text back into the project. I use this for sending questions to the client and for sending the entire file to a proofreader. As I translate, I mark segments as "pending" if I have a question, and often insert the question right into the translated segment. (DVX now allows translator's notes to be inserted as MS Word comments directly in the project.) Then I select all pending segments, export them to a 2-column document, and send them to the client for feedback. When the client responds, I can either make the changes directly in the project or in the 2-column file and then import the revised translation back into the project, thereby replacing the earlier translation. There is also an option for preventing "pending" translations from being sent to the memory database to prevent "pollution."

One last feature worth mentioning is the alignment of previous translations. If the client provides me with a similar document translated in the past, I can align the source and target texts, assign a client and subject, and import the result into my existing memory database. Assigning the client and subject ensures that matches will be used in the current project. The look-up function can also be used to ensure I use the same terminology as the previous translator.

An item that is not a feature of DV3 but is in DVX is "fuzzy match" calculations. Maybe because it wasn't there, or more likely, because Atril never used it as a marketing tool to show agencies how to cut costs by paying freelancers less and charging clients the same, I have NEVER been asked to give a discount for fuzzy matches and only once was I asked not to charge for 100 percent matches. (I agreed on the condition that the first instance would be charged in full and all other instances would not even be proofread).

DV, or any CAT tool, is a capital investment, from which I expect a return on investment through increased productivity and providing a better service to my clients, not something I bought so I could be paid less for "producing more words." I don't produce words. I provide a service and DV has enabled me to provide that service faster and with better quality. Better service means more compensation, not less. DV is not perfect. It takes time to learn the program and even more time (and lots of translations) to build up your databases so you can start seeing sizeable time savings. When I first started using DV, it took me longer to translate a file, not less, because I was constantly sending terms to the tdb and the lexicon. (And figuring out what settings worked best for me). There are bugs and quirks in every program, and DVX appears to need some
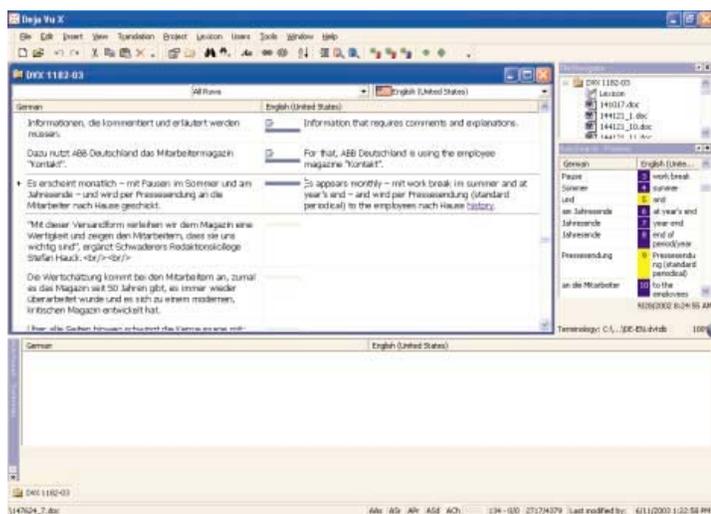
Working in DVX with Autoassemble. The first two segments have been completed. The third segment has been assembled and is ready for editing. On the middle right is the Autosearch - Portions window. Items with a blue box are in the terminology database, those in yellow are in the project's lexicon (and take precedence during autoassemble)

The scan function also saves time. If I come across a term or a phrase that I know I have translated before, but it is not in the lexicon or tdb, I can select the term or phrase in the source segment and have DV scan for it in the memory database. If it's there, DV displays all entries containing the search term with the full source and target text, as well as project and client data. I can then either have DV insert the entire translation into the target segment, in front of or after the segment, or I can have DV replace the assembled segment with the memory entry. Or I can select only the terms I want and cut and paste them into the translation. This is great for uncommon terms that only pop up now and again.

When the project is complete or for individual files within the project, there are two more features of DV that stand out. The first is the terminology check. DV can run through the project/file and compare source and target terms against the lexicon and terminology database entries to ensure consistency. We've all gotten into the middle of a translation and had an "ah-ha" moment, when we decide that X is a better

bug fixes. But again, Atril support is great. I've been working with DVX for about two weeks now and am pleased with the improvements and new features. I tried the Trados demo version and SDLX before DV. I hated both of them. I even tried DV twice before finally taking the plunge. After almost 3 years, I can't imagine using anything else, but if a better tool comes along, I'll certainly be open to using it.

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In the next NOTA BENE we will print "Why I Like Trados" by Carmen Berelson