



ITI-LRG Newsletter



Issue 20

www.iti-lrg.org.uk

May 2009

Editorial

Welcome to the spring issue of the LRG Newsletter and my debut as its editor. Before leaping into this issue, I would like to say a big “thank you” to Betti on behalf of all readers. Betti expertly edited the Newsletter for five years and I hope that I can display the same level of dedication and aptitude. Thank you Betti!

The arrival of spring heralds a busy programme of events for us all. The upcoming ITI Conference on “Sustainability in Translation” on 16 and 17 May is the ‘must-attend’ event of the year. We hope to see a

good turnout from LRG members. And don’t forget that there will also be a networking event at the Old Star pub on the Friday evening before the conference. And then there’s the conference talk and networking event in June and the annual LRG pub crawl in July to look forward to.

This issue also features a review of events from earlier this year and an article about Excel tips and tricks, which will be useful to many of us, I’m sure.

I hope that you enjoy the Newsletter.

Rosemary Black

Forthcoming LRG Events

Friday, 15 May 2009
from 6.30pm

Pre-Conference gathering of ITI Networks and Regional Groups

at the Old Star pub, 66 Broadway, London SW1H 0DB, opposite the Broadway exit of St James’s tube station

This is an opportunity for members of ITI Regional Groups and Networks to meet informally for supper and drinks on the eve of the ITI Conference. It will be held at The Old Star pub, opposite St James’s Park underground station in London.

Anna George, who is a member of the Conference Committee and also of GerNet, has kindly arranged for us to have exclusive use of the upstairs room at this very nice pub. It does rather good food and is conveniently located close to the park and the conference venue.

Menus start at £12 for a 2-course meal. Two tables have been reserved for the LRG.

If you would like a place, please contact Anna George immediately at anna@agtrans.co.uk and say that you are booking for the LRG table.

Tuesday, 23 June 2009
6.30 for 7.00pm

Conference talk and networking event

at the Devereux pub, 20 Devereux Court, off The Strand or Essex Street, London WC2R 3JJ.

Nearest tube: Temple (District and Circle lines), buses to The Strand.

Rhona Desmond – one of the recipients of the two LRG conference grants – will give a short presentation about the ITI Conference. This will be followed by questions and an informal networking session.

The event is free for LRG members (£3 for non-members). To book, please contact our Events Secretary, Fiona Franks, at ffranks01@googlemail.com



Thursday, 16 July 2009
from 6pm

The annual LRG Pub Crawl

this year’s location: pubs in the Belgravia area

The annual LRG pub crawl will take place in Belgravia this year. Please feel free to arrive from 6pm onwards for drinks and socialising with other LRG members in an informal setting. Details of the

pubs visited will be announced by email to all LRG members. For now, please make sure you have the date marked in your diaries!

Contact: Julia ten Elsen at j_tenelsen@yahoo.com

Saturday, 12 September 2009
10.30am to 4.30pm

Marketing Workshop

Venue: University of Westminster,
309 Regent Street (nearest tube:
Oxford Circus)



An all-day event with talks and workshops on a variety of marketing-related subjects, including:

- marketing yourself as a freelance translator or interpreter

- website dos and don'ts
- a practical workshop on how to write good promotional copy
- assertiveness and negotiation skills.

Speakers confirmed so far include Heidi Kerschl MITI, Keren Lerner of Top Left Design and Laurence Blume (freelancecopywriter.co.uk).

Cost for the full day is £25 for LRG members, £35 for non-LRG-members. Refreshments and a light lunch are included in the cost. Advance booking is required. For further details please contact Betti Moser at bettti@apriltext.co.uk.

Review of LRG Events

Pension planning for freelance and staff translators and interpreters – 12 February 2009

This presentation on pension planning for translators and interpreters, organised by Pamela Mayorcas, was held on a cold, snowy evening in early February at the Devereux pub near the Royal Courts of Justice, which provided a warm and welcome relief from the weather outside.

The presentation was given by Martin Bunker and Paul Hays from the Pensions Advisory Service (TPAS), a well-respected, independent not-for-profit organisation that has been providing information and advice to the general public since 1983.

The presentation provided a clear overview of pension and retirement considerations, and answered questions such as:

- How much income will I need when I retire?
- What State benefits will I receive?
- What will my current and previous pension plans provide?
- What if I retire early?
- What other types of saving are available to me?

The state pension was introduced by David Lloyd George one hundred years ago when many people did not live long beyond retirement age, but people can now expect to live well into their eighties and should make some private provision for retirement. According to TPAS, however, over a third of self-employed people do not put any money away into a private pension.

The maximum state pension provides an income of under £5,000 per year, which is certainly not going to allow you to travel the world once you've given up work! If you have something slightly grander in mind for your retirement – for example, an income of around half the income you enjoyed when you were working – you only need to contribute approximately 10% of your income to a private pension fund if you start contributing in your twenties, 16% of your income if you start in your thirties, and 27% if you start in your forties. I don't think that many of us will need more of an incentive to start early!

During the presentation, Martin gave us a few facts of particular relevance to translators and interpreters. First, self-employed people can benefit from contributing to a 'stakeholder pension', which is a type of low-charge private pension scheme that must satisfy a number of minimum government standards to ensure that it offers value for money and flexibility. More information can be found on TPAS's stakeholder pension website: www.stakeholderhelpline.org.uk/whatis.asp.

Second, translators and interpreters can take advantage of state pension benefits in other EEA countries. This information was particularly useful to our group as it included people from Greece, France, Germany and Poland among other countries. Each EEA country calculates pension benefits based on contributions paid to their social security scheme, so if you have spent time working and paying tax in another EEA country, you can still receive state benefits on retirement.

Third, Martin explained that even in today's uncertain economic climate, it is still worth investing in a pension, despite the fact that your

investments can go both up and down. He encouraged us to consider the difference between risk and volatility: risk is the price you are willing to pay to achieve a desired outcome, whereas volatility is the variations in value along the way. Your pension fund could lose money in the short term during a recession, but if you still have plenty of time until retirement, your investments will probably recover and now could even turn out to be the right time to invest, while stock market prices are low.

Overall, the evening was motivational and enjoyable, and helped to demystify pensions for the entire group, regardless of age and nationality. It was definitely worth coming out in the snow.

Rosemary Black

Open Access modules at Westminster University and MemoQ presentation – 16 March 2009

Ann Pattison and Havila Peck from the University of Westminster opened the evening at the Devereux Pub and talked about the Open Access Modules now available at the University of Westminster. They include: Economics & Finance; Computer Assisted Translation (CAT); Principles of Science & Technology; and French Editing Skills.

Philippe Galinier had written an interesting article on the Science & Technology module in the January / February ITI Bulletin and spoke about it during the evening. He recently completed the module and found it very worthwhile.

The University of Westminster is considering offering training in translation from a cognate language next year, involving half a module spread over a year. Translators working from French to English could, for example, learn Spanish or Romanian as a cognate. It was also mentioned that there is a shortage of Romanian to English translators and that it should be possible for translators currently working from Romance languages into English to gain another source language after approximately one year.

We were also given an interesting insight into the CAT module by Jane Jones who gave a very informative presentation on her experience of it. SDL Trados is apparently available at the discounted rate of £50 to those who register for this module, and the SDL Certificate can also be taken. The module costs £425 for 12 weeks (2 hours per week + private study).

The second half of the evening was devoted to the relatively new translation memory package MemoQ which was demonstrated by the software developer, Istvan Lengl. MemoQ is said to be the most

successful newcomer to the market. It includes Concordance and Pretranslate, there is no restriction on the number of translation memories that can be used and it is fully compatible with Trados. Comtec Translations, represented by Sophie and Don Howe, have used it for a couple of projects and gave some very positive feedback. It seems user-friendly with full networking support, and I think that it is definitely worth considering.

I found the evening very interesting and stimulating with plenty of useful information to digest.

Maureen Thomas

The Specialisation Debate – 23 April 2009

Increasingly, freelance translators and interpreters are advised that specialisation is the key to success in a highly competitive marketplace. This applies in particular to translators and interpreters working into or out of major European languages who have to compete with many other colleagues working with the same language pair.

So, how do you go about specialising when you do not have a specialist field to start with? How do you choose your specialism and find your niche? These questions and more were addressed by an illustrious panel of experienced ITI speakers including Sue Young, Gillian Hargreaves, Rannheid Sharma and Cate Avery. They each first gave a short presentation on specialisation, setting out their approach to the issue and explaining how they came to specialise in certain areas. They all work in different fields and have followed different career paths, so this provided a varied and useful introduction to the subject.

The floor was then thrown open for questions, making this a very interactive and lively event. Members had come prepared with a range of questions to ask the speakers, leading to an interesting debate on how to go about choosing a specialism, which specialisms might be most useful and lucrative, how to market your specialism and how to go about training in it. The speakers had many useful training ideas to help with specialisation: attending ITI events, completing a course or module at a university such as Westminster, engaging in home study, e.g. with the Open University, becoming an active member of an ITI language or subject network, and attending conferences, trade fairs or events related to your chosen field.

Overall, this was an extremely useful event that certainly motivated me to focus more on my specialisation plan. It was also very lively with lots of audience participation, leading to a pleasant atmosphere.

Rosemary Black

Visit to Eltham Palace – 5 May 2009

A group of 20 or so translators and a few friends and spouses met on a warmish May afternoon at the gate of Eltham Palace in south-east London. After a prolonged entrance procedure spearheaded by excursion organiser Bob Symonds, we went in through what had been the servants' quarters, and donned blue plastic shoe-bags. Many took audio guides.

All that's left of the original mediaeval palace complex is the great hall, the bridge over the moat and substantial portions of the outer wall. Part of the ancient enclosure, still surrounded on three sides by water, is now occupied by a 20th century house which abuts onto one end of the immensely impressive gothic great hall.

From the time it was built in the early 1930s until 1944, the modern Eltham Palace was the home of Stephen and Virginia Courtauld (of the famous textile family), who required a luxurious family home that was totally up-to-date and had all the mod cons that the technology of the time could afford, from a centralised system of built-in suction ducts to help the maids Hoover the rooms, to piped music throughout the reception areas. Even the needs of the family's pet lemur were catered for. But whatever your interest in interior design, you cannot fail to be entranced by the superb art deco ceilings, wood panelling, fireplaces, mirrors, lighting and numerous other details including a certain amount of furniture, some original or built-in to the house, but most brought in from outside.



LRG members (some with their partners) at the Eltham Palace visit organised by Bob Symonds.

Visitors have access to all the elegant parts of the house, including bedrooms and en suite bathrooms. But the high point of the visit is the 14th century great hall with its amazing hammer-beamed roof. Lovingly restored by Courtauld (it had previously been used as a cowshed) and decorated as he thought it would have looked in mediaeval times, one has no difficulty in imagining the gargantuan feasts that would have been organised there in the time of King Henry VIII, a frequent visitor, and replicated in the glittering Courtauld years with the added comfort of underfloor heating.

Afterwards we regrouped for cream tea in the former kitchen, followed by a walk round the unusual garden, which makes excellent use of the moat and offers charming views from terraces at the top of the old palace walls. Thanks to Bob for getting that organised!
Nicolas Chadwick

LRG News

LRG grants awarded for the ITI Conference

Earlier in the year, LRG offered two £100 grants to members, as a contribution to the cost of attending the ITI Conference in London in May. These grants have now been awarded to Beata Kazmierczak and Rhona Desmond.

Rhona will be giving a talk about the Conference on 23rd June and Beata will be writing an article about it for the next issue of this Newsletter.

Calling all LRG members!

Would you like to get more involved in helping to run the LRG? The group is currently looking for a new Chairman (or two new Joint Chairs) to take over from Betti Moser and Pamela Mayorcas from the end of 2009.

If you think that you might be interested, just get in touch with a member of the LRG Committee (contact details on the back page) or speak to Betti or Pamela at one of our events.

LRG online database survey

LRG conducted an online survey of members in March to see whether there is demand for an online directory to replace the printed directory, which is produced every two years. Specifically, the survey asked: "Would you be in favour of LRG having an online searchable database to replace the printed directory? The online database would only show FITIs/MITIs for non-LRG visitors to the website and details of *all* LRG members for members logging in to the members' area of the website."

Fifty-six people responded. There were 55 'Yes' votes and only one 'No' vote – a fairly conclusive answer! Watch this space for updates on how the searchable database is progressing.

New LRG members

We welcome the following new members who have joined the LRG since February:

Alicja Furmanczyk, Eve Miers, Victor Prokofiev and Hannah Rayner.

ITI News and Events

ITI Conference 2009: “Sustainability in Translation”

Saturday and Sunday, 16 & 17 May 2009

Venue: Institution of Mechanical Engineers,
One Birdcage Walk, London SW1

The 2009 ITI International Conference is nearly upon us. We hope to see LRG members turn out in force for this event, not least because it is being billed as the ‘must-attend’ event of the year for all translators and interpreters.

The programme includes talks from speakers who use translation and interpreting services in their work on green issues, as well as sessions on sustaining the professional translator and interpreter, sustaining the profession and moving with the times. It provides sessions to suit all interests and levels, from those considering a career in translation and interpreting through to well-seasoned experts.

The gala dinner on the Saturday evening takes place in the Library of the Institution of Mechanical Engineers. After-dinner speaker is the well-known former BBC weatherman, Bill Giles OBE, who is very knowledgeable about green issues and sustainability and has had direct experience of working with translators and interpreters over the course of his long and illustrious career. He has maintained strong links with the worlds of meteorology and broadcasting since his retirement and will provide diners with entertaining yet thought-provoking insights into meteorology, broadcasting and climate change.

The full programme is available on the conference website: www.iti-conference.org.uk

Starting work as a translator or interpreter

**Saturday, 6 June 2009
10.00am to 5.00pm**

Venue: University of Westminster, 309 Regent Street, London W1B 2UW

This joint ITI/University of Westminster all-day event is being organised with the support of Routes into Languages and the National Networks for Translation and for Interpreting. There will be talks by trainers and practitioners on the qualities and skills needed for working as a translator or interpreter. Speakers include Paul Appleyard, Sarah Griffin-Mason, Philippe Galinier and Stella Cragies. Participants will learn how to get started, organise and develop their careers, and tailor their skills to meet market demands.

For further details, please visit the ITI website – www.iti.org.uk – or contact the ITI office: development@iti.org.uk.

EU terminology and other EU reference material

**Thursday, 18 June 2009
1.30 to 5.00pm**

Venue: London European Commission Office,
8 Storey’s Gate, London SW1P 3AT
(nearest underground: Westminster or St James’s Park)

A follow-up to the highly successful workshops held in 2006 and 2007 in London and Birmingham, this event will give participants another opportunity to discover the benefits of IATE - the publicly-accessible online terminology database developed by the EU Institutions and of EUR-Lex, the online database of EU legislation.

The speakers are:

- Timothy Cooper, Senior Terminologist in the English Language Department of the Directorate-General for Translation (DGT) at the Commission in Brussels.
- Professor Margaret Rogers of the University of Surrey, founder of the Association for Terminology and Lexicography. Margaret is well-known to ITI members as an expert on the importance and relevance of terminology to translators.

The event will be chaired by Fiona Harris, DGT’s Language Officer at the London Field Office of the Commission.

There will also be an introduction to the English Style Guide of the Commission’s Translation Service, an invaluable document that covers not only English style but also important information about the EU.

Almost all translators and interpreters come into contact with EU terminology and reference material at some stage in their professional life and this is a unique opportunity to familiarise oneself with the online support material available and discuss problems with experts.

The workshop has been generously sponsored by the European Commission’s DGT and is being held at the EU Representation’s offices in London.

Registration fee, to include lunch, refreshments, documentation and handouts: £25 for ITI members, £35 for non-ITI-members (both prices include VAT).

To register, please go to www.iti.org.uk – ITI Events – ITI and download a booking form.

Getting the most out of spreadsheets

LRG Treasurer Oliver Walter shares some ideas on how to use Excel spreadsheets for more than just number-crunching.

I have recently spoken to translators who told me they were unaware of the uses of a spreadsheet for purposes that are not “numbers and formulae”. This article is about some of those other ways a spreadsheet program like Microsoft’s Excel can be used. I shall show you:

- how Excel can be used for recording work – both the time spent and the speeds achieved;
- how it can be useful in managing multilingual glossaries; and
- how it can be used to maintain lists of links to files and websites.

Work times and speeds

Figure 1 is the top part of a demonstration spreadsheet that illustrates the principles I use in recording times and speeds. There are two keyboard shortcuts that make timekeeping easy once you have started the spreadsheet: Ctrl+; (i.e. Control and semicolon) and Ctrl+: (Control and colon). For a spreadsheet like this, start by clicking cell A1 to select it, type the text (“Job 123: Demonstration”), press the Enter key to complete the cell entry, and then select the required font (in this case Arial 12-point bold). For this you can use the formatting toolbar or Format > Cells > Font, either from the menus or from the pop-up menu when you right-click the cell. Cells A2 to E2 were similar except that after typing the text in each of these, I simply pressed Ctrl+B on the keyboard (shortcut for bold) as I didn’t want to change the font size from the default 10-point.

Then, in cell A3, typing Ctrl+; made today’s date appear. To record the start of the first work session,

click cell B3 to select it, type Ctrl+: and the current time appears, in this case 15:56. At the end of the work session, typing Ctrl+; in cell C3 makes the new current time appear, in this case 16:30.

To show the duration (the end time minus the start time), select Cell D3 and enter the required formula which is:

=C3-B3

To do that, either type all 6 characters (in this case) of the formula or, for yet more short cuts, first type the “=”, then click on cell C3, which will enter its reference (C3) in the formula, then type the “-”, then click B3, and end with the Enter key. If the result isn’t in the expected time format, (e.g. it is 0.02 instead of 00:34), use Format > Cells > Number (menu or right-click as above) and select “time” from the list, or “custom” and type hh:mm as your custom format. Note that if a session begins before midnight and ends after midnight, this doesn’t give the correct value.

For the second and other sessions, you can use the shortcuts again to enter the date and start and end times. For the session durations, you don’t need to type a formula again into column D; Excel can do it for you and adjust the cell references automatically. To do this, either:

- (a) copy Cell D3 (Ctrl+C or right-click and Copy) and then paste into D4 (Ctrl+V or right-click and Paste) or;
- (b) “fill down” from D3 to D4: click on D3, position the mouse pointer on the lower right corner of the cell (it changes shape) and drag down to the next cell (D4) or select both cells (click the centre

	A	B	C	D	E	F	G	H	I	J	K
1	Job 123: demonstration										
2	Date	Start	End	Duration	Total	Comment	ST wds tot	TT wds incr.	TT wds tot.	Avge rate TT	Incr rate
3	22/01/09	15:56	16:30	00:34	0.57	Test-translate.	0	0	0	0	
4	13/03/09	19:16	19:59	00:43	1.28	Start, using supplied text.. Done 305 TT	282	305	305	238	426
5	13/03/09	20:33	21:07	00:34	1.85	Continue. Now 745 TT	681	440	745	403	776
6	13/03/09	22:45	23:14	00:29	2.33	Continue. Now 948 TT		203	948	406	420
7	15/03/09	17:44	18:02	00:18	2.65	Continue. 184 more TT		184	1123	417	581

Figure 1: Demonstration spreadsheet

of one, drag to the other) and press Ctrl+D or use Edit > Fill > Down.

All of these will give the formula =C4-B4 in cell D4. Note that you can't do this by typing Ctrl+' (which means "copy the cell above") in D4 as that will copy D3 into D4 without adjusting the cell references.

When I do my timekeeping, I want to know the total time I've spent on this job, not just one session, and that is done in column E. The first entry (in E3) is different from the ones below it because, after the first session, the total time is obviously only the time of that session. Therefore cell E3 is equal to D3. No, not quite, because I want the number of hours in E3 but the values in D3, C3 and B3 are all in units of days (so that midday, for example is actually stored as 0.5, but the format hh:mm shows it as 12:00). Therefore E3 contains the formula =D3*24, as you see in the formula bar in Fig. 1, since E3 is the selected cell. (In case you didn't know, the asterisk "*" is usually used in computer contexts instead of the letter x to indicate multiplication.)

For each of the other Total cells in column E, the formula adds the duration of the current session to the total of the previous sessions. Therefore, the formula in E4 is =D4*24+E3. D4 is this session's length in days and E3 is the preceding total in hours, so D4 is multiplied by 24 as was D3 previously. The session date, start, end and durations are entered into row 4 in the same way as was done in row 3. If I have more than 2 sessions on a job, I use "fill down" or copying with automatic adjustment of the cell references as I did in column D. This gives the formula =D5*24+E4 in cell E5. You can see these formulae and what the spreadsheet "really" contains in Figure 2.

	A	B	C	D	E
1	Job 123: demonstr				
2	Date	Start	End	Duration	Total
3	39835	0.6638888888888888	0.6875	=C3-B3	=D3*24
4	39885	0.8027777777777777	0.8326388888888889	=C4-B4	=D4*24+E3
5	39885	0.85625	0.8798611111111111	=C5-B5	=D5*24+E4
6	39885	0.9479166666666666	0.9680555555555556	=C6-B6	=D6*24+E5
7	39887	0.7388888888888888	0.7520833333333333	=C7-B7	=D7*24+E6

Figure 2: "True" contents of some cells

This is part of the same spreadsheet, but I used the keyboard shortcut Ctrl+' to switch the window to formulas mode. (This is with the "grave" apostrophe above the Tab key, not the usual one under the "@" symbol.) Quiz question: can you work out what the numbers are in column A?

It may sometimes be necessary to "cheat" by typing times directly into columns B, C or D. If you started a session at 9.30 but forgot to record this, just type 09:30 into the cell in column B. If you know how long you spent on something but not the start and end times, just type the duration in column D using

the same format and leave columns B and C blank in that row. In this example, if I had done that in row 5, cells B5 and C5 would be empty and D5 would contain 00:34 instead of =C5-B5. Then to resume the use of formulae in row 6, I would copy (Ctrl+C and Ctrl+V) D4 into D6, where the formula would become =C6-B6.

For calculating your speed of working, look at the formulas view in Fig. 3: the important point to remember is that your speed in words per hour is W/H (W divided by H) if you spent H hours in

	G	H	I	J	K
1	ST wds tot	TT wds incr.	TT wds tot.	Avg rate TT	Incr rate
2					
3	0	0	=H3	=I3/E3	
4	282	305	=I3+H4	=I4/E4	=H4/D4/24
5	681	=I5-I4	745	=I5/E5	=H5/D5/24
6		=I6-I5	948	=I6/E6	=H6/D6/24
7		184	=I6+H7	=I7/E7	=H7/D7/24

Figure 3: Formulae and numbers for speeds

translating a number W of words. In the example, I've included more calculations than you would probably want in practice. Each non-empty cell contains either a number that I typed (from using Tools > Word Count to count the words in selected text) or a formula. You can see that I haven't been consistent in entering numbers and formulae, but they all give the right answers (or nothing) as you can see in Figure 1. ST stands for Source Text and TT for Target Text. The "Avg rate TT" is the total of TT words so far (column I) divided by the total time so far (column E). "Incr rate" is the incremental rate, which is the number of words per hour of the session recorded in that row. Note the division by 24 because column D is in days, not hours.

Multilingual glossaries

A spreadsheet can be a handy way to create and manage multilingual glossaries.

1. Both spreadsheets and glossaries naturally take the form of tables.
2. It is fairly easy to copy tabulated glossary data from PDF files into a spreadsheet.
3. A spreadsheet can sort rows of data so that any required column is in alphabetical order.
4. A spreadsheet glossary can easily be imported from, or exported to, a pure text file. This can be useful if, for example, you want to edit it with a text editor, give it to somebody who can't open Excel files, or use it with a translation tool that can work with text file glossaries but not Excel files.
5. It can easily extract a bilingual glossary from a sheet containing columns for more than two languages.

Extracting tables from PDF files

Copying tables of terminology from a PDF document requires the document to be of the type that contains “real” (selectable) text, not a scanned image (for which you can probably use an OCR program). This is done using the “column select” tool of the Acrobat Reader, to select a single column at a time, and then copy it and paste into the spreadsheet. In earlier versions (including 5) of the Reader, the column select tool is turned on or off with “V” on the keyboard or in the drop-down menu of the text-select icon in the toolbar. In later versions (6 and 7) it is more automated: the I-beam pointer changes to the column select pointer (which has a dotted box superimposed on the I, like this: ) when you move the arrow pointer to a suitable point to the left of the column of text. In version 8 (and perhaps 9 – I haven’t used it), you activate the text-select tool (next to the hand tool in the toolbar) and press the Alt key while the cursor is near the text.

In all these cases, to select a column of text you use the left mouse button to drag a selection rectangle over the text and then release the button. This is illustrated in Figure 4. The column select pointer should be shown at the lower right corner of the selection rectangle, but the screen-capture in Windows (the Print Scrn key on the keyboard) never includes the mouse pointer. Having made a selection like this (usually, of course, all the rows of that column visible on the page), copy it to the Clipboard (Ctrl+C), go to the first Excel cell where you want to copy it, and paste it there (Ctrl+V). Then return to the PDF file and do the same for the corresponding entries in the next column.

Deutsch	Englisch
Abbindezeit	setting time
Abbindung des Sauerstoffes	oxygen removal
ABB-Kühlkreislauf	pressurizer relief tank cooling loop
ABB-Kühlkreispumpe	pressurizer relief tank cooling loop pump
abblase	blow-off
Abblaseabsperrentil	pressurizer relief stop valve
Abblaseabsperrentil	relief isolation valve
Abblaseabsperrentil	turbine bypass valve isolation valve
Abblaseabsperrentil	blow-off isolating valve
Abblaseabsperrentil	turbine by-pass blow-off valve
Abblaseabsperrentil (Gas/Dampf-Austritt)	blow-off stop valve (gas/steam outlet)

Figure 4: Using the column-select tool on a PDF document

Converting between Excel files and text files

When you have a glossary in an Excel file, it’s easy to save it as a text file. First, make sure the spreadsheet is open and displaying the sheet you want to save. Then choose “Save as...” from the File menu. In the “Save as type” list, select “Text (Tab delimited)(*.txt)”. When you click Save, you will probably be given two warnings: one says that you can only save one worksheet and the other is about “features that are not compatible with text”. In each

case, click “OK” or “Yes” because that’s what you want, and the original spreadsheet (which you did save first, didn’t you?) is not lost by doing this. The resulting text file has the text from the cells of the spreadsheet, with the text in successive columns separated by Tab characters. If there is a comma in the text in a spreadsheet cell, the text of that cell will be enclosed in quotes in the text file.

For the reverse process (opening a tab-separated text file in Excel so you can save it as a spreadsheet) you can either drag the file from Windows Explorer to the Excel icon on your desktop (if you have such an icon there) or start Excel and use File > Open to find the file. If you drag it to the icon, the file will open immediately, using the Tab characters as column separators. If you use Open within Excel, you need to use the list “Files of type” to specify “Text files” (or “all files”) and then you will see the “Text Import Wizard” where the defaults will be correct (Delimited, Tab, General). To save this spreadsheet as an Excel file, you need to specify the file type in “Save as...”.

Links to your files and websites

Another thing you can do with Excel is use it to make lists of links to files (e.g. glossary files on your own PC’s disk) and web pages. This is done by putting hyperlinks into cells and then the file or web page is opened when you click on the hyperlink. This can be like a set of “favorites” in Internet Explorer or “bookmarks” in Firefox, but the differences may be useful: a hyperlink to a Web page will open with the default browser, so you can copy such a spreadsheet to a computer that uses a different browser and the pages will still open. You

can add extra columns to show, for example, the relevant languages, your description of the target, the date you checked the validity of the link, the number of entries if it’s a glossary etc.

Excel has its own “create hyperlink” facility: right click on the cell where you want it, and select “Hyperlink...” from the

pop-up menu. If the cell already contains a hyperlink, you get a submenu that includes edit and delete options. I now usually make hyperlinks a different way as it seems simpler and more understandable to me: the function HYPERLINK. Examples: to use this to create a hyperlink to a file called MyGlossDeEn.txt, located in folder E:\Translation\ and have “My DeEn glossary” displayed in the cell, you could enter the following as the cell contents:

=HYPERLINK("E:\Translation\MyGlossDeEn.txt",
"My DeEn Glossary")

You could make hyperlinks to the UK, German and French Google like this:

=HYPERLINK("http://www.google.co.uk", "UK Google")

=HYPERLINK("http://www.google.de", "German Google")

=HYPERLINK("http://www.google.fr", "French Google")

A very small spreadsheet containing these links might look like Figure 5.

	A	B
1	My DeEn Glossary	Example link to a file
2	UK Google	Example link to a Website
3	German Google	Example link to a Website
4	French Google	Example link to a Website
5		
6		

Figure 5: Example of hyperlinks

I hope this article has given you some useful information and that it may perhaps stimulate you to find out more about how spreadsheets can help you.

Oliver Walter

Noticeboard

Useful websites

Have you ever wondered about other alphabets and writing systems, needed tips on learning new foreign languages, wanted to find useful phrases in a wide range of languages, hankered after some language-related articles, or just wanted to try your hand at some language puzzles? Then Omniglot at www.omniglot.com is the site for you. It has all of these things and more. Why not take a look?

Diary dates

THIRD THURSDAY MEETINGS

AT THE NORFOLK ARMS:

21 May, 18 June, 16 July from 6.00pm

For those of you not on the LRG e-group, this is an informal monthly translators' gathering, organised by Sophie Leighton and Andrea Reinacher and advertised on the LRG e-group and the equivalent forum of the CioL London Group.

The Norfolk Arms is a gastro-pub offering a very nice selection of tapas amongst other things.

For details of the pub and a map, see www.norfolkarms.co.uk.

To find the group, look out for the ITI Bulletin on the table!

For a giggle...

A disappointed salesman of Coca Cola returns from his Middle East assignment. A friend asked, "Why weren't you successful with the Arabs?"

The salesman explains:

"When I got posted in the Middle East, I was very confident that I would make a good sales pitch as Coca Cola is virtually unknown there. But, I had a problem – I didn't speak Arabic. So, I planned to convey the message through three posters...

First poster: a man lying in the hot desert sand... totally exhausted and fainting.

Second poster: the man is drinking Coca Cola.

Third poster: our man is now totally refreshed.

And then these posters were pasted all over the place."

"Then that should have worked!" says the friend.

"The hell it should have", says the salesman, "didn't realise that Arabs read from right to left!"

Many thanks to Andrea Reinacher for sharing this.

LRG events programme for 2009

Friday, 15 May from 6.30pm	ITI Networks & Regional Groups pre-Conference gathering At The Old Star, 66 Broadway, London SW1H 0DB (opposite St James's Park tube station). <i>To book a place at the LRG table, please contact Anna George at anna@agtrans.co.uk.</i>
Tuesday, 23 June 6.30 for 7.00pm	Report from the ITI Conference Rhona Desmond, one of the recipients of the LRG conference grant, will give a talk summarising her experience of the ITI Conference. At The Devereux, 20 Devereux Court, off Essex Street / Strand, London WC2 <i>To book, please contact Fiona Franks at ffranks01@googlemail.com.</i>
Thursday, 16 July from 6.00pm	The annual LRG Pub Crawl Pubs in Belgravia. Details to be announced by email. <i>For details please contact Julia ten Elsen at j_tenelsen@yahoo.com.</i>
Saturday, 12 September 10.30am – 4.30pm	Marketing Workshop A day of talks and hands-on workshops on all aspects of marketing yourself as a freelance translator and interpreter. <i>Cost: £25 for LRG members, £35 for non-LRG. To book, please contact Fiona Franks at ffranks01@googlemail.com.</i>
October	Dining-out evening <i>Contact: Lorna Sandler at adept.Lrs@btinternet.com</i>
November	Court interpreters' workshop <i>Contact: Lorna Sandler at adept.Lrs@btinternet.com</i>

See www.iti-lrg.org.uk for the latest updates on forthcoming events.

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