



capital translator

Newsletter of the National Capital Area Chapter of the American Translators Association
Vol. 21, No. 1

February 1999

The thrill of translating techno-thrillers: Mission Possible

“Je m’appelle Bond, James Bond”¹

by *Dimitra Hengen*

For those who believe the translating world is divided in two domains, literary translation and commercial translation, translating techno-thrillers can be a quite a risky adventure. Having translated several James Bond, science-fiction, and military action novels into French, I discovered that this enterprise requires military organization, scientific research, logistic capabilities and operational readiness; and, of course, intuitive writing skills.

The mission is indeed risky, and when you start to unfold the strategic map where the action is to take place, the terrain starts looking like a minefield. The traps are numerous and various in nature: technical descriptions of airplanes, radars, artillery sites, submarines, battleships, computer systems, and telecommunication systems. If your mission, as hard as it is, requires you to get basic training in these various existing defense and attack systems, it becomes an even more hazardous task. You have to get acquainted with newly invented spacecraft, genetic species and communication systems for which you have no name in French.

After you have assessed your capabilities and estimated the enemy forces, if you want to prevent your operation from getting off course, you must remember that you are, after all, translating a novel.

As with any military mission, you need to plan as much as possible in advance and provide for a back-up plan for when the enemy shows up in a different place than expected. Now you attach your parachute, close your eyes and jump. You will have time to get scared after you return to your home base — if you return.

First and foremost, organizing the research and hiring experts in the various fields of activity is essential. Obtaining research material on military equipment is an adventure by itself, sometimes requiring intelligence capabilities. When one of the airplanes you have to describe at length in French is the B2 Stealth bomber, a long kept secret, your task starts looking like a spy mission. American and French military specialists joined the mission to assist me understanding how various military airplanes, submarines, and battleships function, how they are organized and how they interact during

military operations. French and American fighter pilots threw themselves into the battle to help me survive dogfights. When thermo-guided missiles started chasing Vertical Take Off and Landing Sea Harriers, I finally learned which button to push to launch flares and chaff decoys.

...continued on page 4

Inside

President’s Corner	2
Job Fair and Map	3
Accreditation News	4
Inglis At Large	5
Letter to the Editor	6
Onionskins	7
Announcements	7
Keyboard Shortcuts	8
Welcome!	9
Calendar	10



ISSN 1095-4821

capital translator

The *Capital Translator* is a newsletter published by NCATA nine times a year from September through June with a combined issue for December and January. Letters to the Editor, short articles of interest, and information for the calendar and other sections are invited. Submissions become the property of the *Capital Translator* and are subject to editing unless otherwise agreed to in advance. Opinions expressed are those of the authors and do not necessarily represent the views of the Editor, the Chapter, or its Board.

Editor: Ruth Zimmer Boggs
703-378-9305
REZB@aol.com

Assistant Editor: Dimitra Hengen
703-426-4938
DimitraH@aol.com

Production: Karin Wuertz-Schaefer
301-607-8036
wuertz-schaefer@erols.com

Deadline: No later than 5th day of month before the issue

Membership: Alissa Martin
301-718-0405
martina2@gusun.georgetown.edu

National Capital Area Chapter of the American Translators Association (NCATA)

President: Scott Brennan
703-368-0265
sbrennan@compuserve.com

Vice President: Sangeeta Prasad
703-369-2068

Secretary: Kriemhild Zerling
202-543-7574

Treasurer: Therese Hathaway
703-925-9087

Program Chair: John Vázquez
202-487-7878

Accreditation: Bill Keasbey
301-897-8318

The **Chapter Address** is P. O. Box 65200,
Washington, DC 20035-5200,
Tel: 703-255-9290
Web site: www.ncata.org

The **National HQ Address** is American Translators
Association, 1800 Diagonal Road, Suite 220,
Alexandria, VA 22314-2840,
Tel: 703-683-6100, Fax: 703-683-6122
Web site: www.atanet.org

For address changes, please write to the chapter at
the above address, Attn: Membership

For advertising in the *Capital Translator*,
please contact Angelika Spears, Advertising
Coordinator, Tel: 301-464-8309,
e-mail: 102502.3224@compuserve.com



Printed on recycled paper.

President's Corner

by Scott Brennan



Welcome to **Sangeeta Prasad** and **Kriemhild Zerling**, NCATA's new Vice President and Secretary! We're looking forward to their contribution to Chapter planning and activities over the next two years.

The election results were announced at NCATA's Annual Meeting on December 13, which featured reports on accreditation, treasury status and other chapter operations and activities over the course of 1998. The meeting was immediately followed by the Holiday Party at Old Ebbitt Grill downtown. Old friends and colleagues — and new ones — had the chance to catch up and enjoy the company of fellow translators and interpreters in one of Washington's most famous landmarks.

The Annual Meeting and Holiday Party were also the last official functions for outgoing Vice President **Kim Olson**. Kim served two years as Secretary before her two-year term as VP. She worked hard — more behind the scenes than in the spotlight — to make NCATA events as successful as they have been. On behalf of all NCATA members, I would like to express our heartfelt thanks for her time and dedication. NCATA would not have become the organization it is today without her valuable contribution.

The New Year has also brought changes to the roster of NCATA officers. Former Program Chair **Alissa Martin** is taking over the bulk of Membership Chair duties from **Michael Wahlster**, beginning with the daunting task of processing renewals. She will be succeeded at Program Chair by **John Vázquez**, a translator with the Mexican embassy. Michael will continue to manage several projects he has been the brains and brawn behind, most notably the NCATA website and *Professional Services Directory*.

Looking ahead, although the registration process for NCATA's February 20 Job Fair has just begun as of this writing, a number of area translation companies and federal agencies have already expressed their interest, including several flying in especially for the event (see announcement). Word has gone out to the Society of Federal Linguists, the Translators and Interpreters Guild, and a number of other ATA chapters in the region. Encourage your colleagues and friends to take advantage of this opportunity for newcomers, rising stars and established professionals alike to build and expand their client network. I'm looking forward to seeing you there!

Welcome New Officers!

The results of the 1998 board elections were announced at NCATA's annual meeting on December 13. Our new Vice President is Sangeeta Prasad, and our new Secretary is Kriemhild Zerling. They are already hard at work on upcoming NCATA events.

Job Fair!

When 1:30 to 4 pm, Saturday, February 20, 1999

Where Ellipse Conference Center, National Rural Electric Cooperative Association (NRECA),
4301 Wilson Boulevard, Arlington, VA

Why Meet with recruiters from area translation companies and public-sector consumers,
present your résumé and be interviewed

On February 20 the National Capital Area Chapter of the American Translators Association (NCATA) will host its second annual Job Fair, to bring Washington-area translators and interpreters face to face with area bureaus and public-sector consumers of our services. At the Job Fair, freelancers, job-seekers and others will have the opportunity to present their résumés to recruiters and be interviewed. Participation in the annual Job Fair is one of the benefits of membership in NCATA.

If you plan to attend, please send an e-mail message to NCATA Program Chair Alissa Martin at martina2@gusun.georgetown.edu, or confirm your attendance in writing to:

Alissa Martin, NCATA Program Chair
5230 Baltimore Ave.
Bethesda, MD 20816

Tell your colleagues about the Job Fair. Nonmembers are invited to join NCATA (annual dues \$25), or pay \$10 to attend the Job Fair. Checks may be sent to the same address.

Directions to the Job Fair

NRECA's Ellipse Conference Center is located at the corner of Wilson Boulevard and North Taylor Street, across from Ballston Common Shopping Center.

From I-66, take the Glebe Road/Ballston exit (Exit No. 23), and take Glebe Road south until it intersects with Wilson. Turn left onto Wilson and left again onto North Taylor Street. The building's four-level parking garage is accessible from the North Taylor Street ramp. Two shuttle elevators operate from each garage level to the Plaza Lobby.

From Metro's Orange Line, exit at Ballston. NRECA is one block southwest from the Ballston Station: from the top of the escalator, turn right and walk along Stuart towards Ballston Common Mall. At the intersection of Stuart and Wilson Boulevard, turn right, cross Stuart and continue along Wilson for one block. At the next intersection (Wilson and Taylor), cross the street and turn right onto North Taylor Street; the NRECA entrance will be on your left.



Access for the Disabled. The NRECA building and Conference Center meet all ADA requirements and are completely accessible to the disabled.

Amenities. The National Rural Electric Cooperative Association is a smoke-free building. Men's and women's restrooms, public telephones and a coat room are conveniently located inside the Conference Center foyer.

Bond

...continued from page 1

Science fiction novels tested my survival skills. Managing mining activities on Titan, Saturn's largest moon, with equipment for which I had to invent a French name, is exciting. Discovering blue skinned aliens and dealing with their psychology made me feel as if I was writing a script for *The X Files*.

When the author decided to use a specialized enzyme as a "molecular knife" to isolate and snip specific genes to cross both human and alien species, I had to stop for a while and get a crash course in genetics. I also called my doctor friends for help to review my work and keep my sanity.

After this operational stage was under way, the technical translation had been checked by experts and the texts had been reviewed for accuracy by consultants, I was left

with a battlefield scattered with technical parts. Cleaning up the style and organizing the story was not a minor undertaking, either. Following the author's thought like an elegant yet discrete shadow is an essential rule; however, because most action novels are read mainly by men, I had to make sure that the novels did not appear to be written by Barbara Cartland.

This is where my squad of pilots helped again. Since most dialogs were written in a jargon understood only by pilots, army soldiers, and navy seamen, translating US military slang used in the various branches into French slang spoken in the corresponding arms became a rescue mission.

Finally, as long as James Bond stuck to rescuing pretty girls from vicious enemies in his shining fighter plane, I was pleased to follow

him, for I could finally find some humor and even light sex in this otherwise dry masculine literature. But when he decided he had to solve a riddle by referring to Dante's *Inferno* to save himself from enemy fire, I became annoyed. Wasn't he getting off line? Still, overcoming this genre-mixing hurdle, I retrieved my dusty copy of *La Divina Commedia* in its original version and looked for an official translation to retrieve the names of all demons in French. Consumed by these hellish flames, in the end I rescued him and brought him home safely to Admiral M and Miss Money Penny. Mission accomplished. Au revoir, James. ✍



¹ "My name is Bond, James Bond"

Accreditation News

by William Keasbey

The demand for accreditation sittings in this area continues to be high. Because several people were unable to take the examination here in January because of limited space, we are planning to have another sitting on Saturday, April 24, at 1:30 p.m. in the same place, namely the Alexandria Graduate Education Center of The George Washington University, which is located near the King Street Metro stop in Alexandria. Those who wish to take the examination at this time should obtain registration forms from ATA Headquarters, telephone: 703-683-6100, fax: 703-683-6122, e-mail: Maggie@atanet.org. Please note that you must be a member of the American Translators Association to take the examination. Accreditation is available from Arabic, Danish, Dutch, Finnish, French, German,

Hungarian, Italian, Japanese, Polish, Portuguese, Russian, and Spanish into English and from English into Chinese and all of the previously named languages except Arabic. It is highly recommended that all persons who have not previously taken an accreditation examination take a practice test before attempting the actual examination. This test will be graded in the same manner as a real examination and returned to you, so that you can see how the grading process works, how well you do, and what you might need to do to prepare for the actual examination. The practice test is also available from ATA Headquarters.

As an additional aid to those who are thinking about taking the accreditation examination, the Chapter will hold an accreditation orientation seminar on Saturday, March 20, at 2 p.m. in the Cleveland

Park Branch of the DC Public Library at the corner of Connecticut Avenue and Macomb Street. The first part of the seminar will provide general information about the accreditation program and an opportunity to ask questions. In the second part we shall divide up by language groups to discuss sample passages that the participants have translated at home with accredited group leaders. The seminar is free and open to all who wish to attend, but participants will derive the greatest benefit from the second part if they do the sample translations and come prepared to discuss them. To obtain a sample passage, send a stamped, self-addressed envelope with your request to Bill Keasbey, 5031 Alta Vista Road, Bethesda, MD 20814. Be sure to specify which language pair you want, e.g. Spanish to English. ✍



Inglis at Large

Poverty Cult Unmasked In Nuffield Languages Survey

by Neil Inglis



UK Prime Minister Tony Blair, who once delivered an address in fluent French to the French parliament, is interested in language learning (among other things). Blair was also one of the instigators behind the recent Nuffield Languages Survey in Britain, in which I participated via e-mail.

The purpose of this survey was to canvass a broad cross-section of British opinion regarding language teaching in the UK, as well as to devise a road map for the next 20 years. What kinds of linguists will the British have become by the year 2019? Will we be monoglots as always? Or will we abandon our addiction to the language of Tyndale and Shakespeare, embracing multilingualism? Will our children speak one or more second languages as a matter of course, cheerfully and spontaneously? Will the next generation have the linguistic competence needed to apply for jobs in the EU?

Well, NCATA members, what do you think?

At least in the abstract, the Nuffield Languages Survey ought to have provided a forum for a scintillating debate on these and a host of related issues. Alas, my high hopes were dashed. The flood of e-mail contributions showed a lack of intellectual firepower, incisiveness, and personal voltage. "I think everybody should study French because it's enjoyable," offered one participant, by way of illustration. Well, sure!

The e-mail exchanges were dominated by education bureaucrats who spoke at length in insider jargon, brandishing the latest abbreviations, such as OFSTED (some educational

inspection agency in the UK). Another delicious acronym, oft and endlessly repeated, was — are you ready for this? — LOTE. This stands for "language(s) other than English." It's musical, isn't it?

At least among the kinds of people who participate in language surveys, a self-selection process is at work. Those who can muster the interest to mount the soapbox are, in other words, a certain kind of person — clearly the kind of person for whom the Thatcher revolution and fall of communism never happened. As I read one e-mail after another, I might as well have been back in London during the 1970s — the era when Britain was "the sick man of Europe" — but for the fact that e-mail for mass consumption was not then in existence.

The survey discussions were suffused with a faintly English dottiness. One parent volunteered that his little boy had been studying Mandarin "but gave up in disgust after two years." This conjured up a dreary snapshot of aspirational suburban parents pushing their little cherub into a line of study for which he was not suited.

• • •

Over here in the USA, French's suitability as the pre-eminent "second language" for Anglophones has recently been debated in the letters column of the *New York Times*. In the United Kingdom, French will continue to prosper on account of France's geographical proximity through the Channel Tunnel, as the great British public continues its voyage of discovery through France's wine, food, and countryside. French entrepreneurs are setting up shop in England. And

despite what the letter-writers in the *New York Times* may say about the country's fading cultural influence abroad, France remains an ancient and magnificent civilization from which we have by no means heard the last (as I pen this column, I am listening to the 1950s recordings by a leading French chanteuse, Juliette Gréco).

It will not surprise NCATA members to learn that I was more or less the only translator to participate in the Nuffield survey (and even I had joined quite by accident). Why so many crowds of education bureaucrats and why so few translators; don't we have an important contribution to make? One Nuffield e-mailer, an ex-translator (now describing himself as a "communications professional") bashed translation as "a craft not an art" and lamented the impossibility of implementing translation standards. I disabused him of this misconception, pointing out the standard-setting effort currently in progress within the USA.

Nor will you be amazed to hear that the smaller companies in the UK are getting suckered into purchasing cut-price machine translation software. The latest lamb to the slaughter was a firm in Wales attempting to market pet supplies in France and Spain (specializing in temperature-controlled kennels for Fido, et cetera). And as for interpretation, well, Nuffield participants appeared to regard it as a form of social work.

My observations to the effect that interpreters and translators can

...continued on page 6

Letter to the Editor

To the Editor:

Thank you for the nice article [Heide Crossley] wrote in the *Capital Translator* about my workshop. A few statements in the article are not quite correct or are out of context and may be misleading to your readers.

"LD50" is often seen as "LD₅₀" (not L_d50!). Both versions are accepted by ACS.

"modulus elasticity" should read "modulus of elasticity"

"o-" = ortho. This is a reference to positioning in the benzene ring. The statement "(no benzene ring)" is confusing. I would render it as "0- = ortho (position in benzene ring)"

Would it be possible to publish a correction in the next issue of the *Capital Translator*?

Dear Dr. Berger:

With pleasure. Thank you for the clarifications. Needless to say, we are looking forward to your next workshop!
Ed. ✍

Inglis

...continued from page 5

make a pile of money were met with stiff disapproval. Poverty cult, anybody? Now, although any discussion of money is considered vulgar, the concept of "competition" has at least dimly filtered through to the British consciousness. The consensus Nuffield view was that unless Anglos became bilingual or trilingual, they would not be able to compete in Europe. But is this so? There may be some correlation between language proficiency and export performance, but it is a faint one; witness the United States. No-one relished hearing this kind of thing.

During the wrap-up discussions concluding the survey, somebody slandered me as a "professional e-mailer" (is that any relation to a "professional translator" or "communications professional"?). Aside from that, I concluded that my cyber-correspondents had largely ignored my cogent arguments and interjections. So here they are, gentle NCATA readers.

Language teaching methods in the UK were traditionally counter-productive and often cruel, based on generous helpings of humiliation. There's plenty of room for reform. But let's be realistic. Old habits die hard. By 2019 there may well be changes in the way in which UK residents approach languages — but no revolution; Britain is not revolutionary. There will be shifts at the margins, and opportunities will be seized (by individuals and by companies) that might otherwise have been lost. But what opportunities are we referring to? A bureaucratic job in Brussels is not necessarily the highest goal to which a language student should aspire. Listening to the recordings of Juliette Gréco is a worthy aspiration also.

• • •

What I have in mind is a softly-softly approach. We should aim for individual conversions rather than wholesale social engineering. It is this (rather than the fantasies of the Nuffield survey participants) that represents the finest in the British tradition. ✍

Get Your 1999 Directory

The 1999 Professional Services Directory, listing more than 260 NCATA members was published just in time for the ATA conference in Hilton Head, SC. This year, over 300 T/I companies in the United States and overseas received a complimentary copy, thus exposing listed members and advertisers to a large number of potential buyers of language services. NCATA members who wish to receive a copy are asked to contribute \$10.00 toward the printing cost. Please send a check for \$10.00 (\$13.00 for overseas addresses), made out to NCATA and marked "Directory," to NCATA Directory, PO Box 65200, Washington, DC 20035-5200. As always, an up-to-date and fully searchable version of the Directory is available on our Web site <http://www.ncata.org>. ✍

No Web Page Yet?

Then it is time to E-mail us and find out all about our reasonably priced turnkey solutions for language professionals.

G&W Communications

Michael Wahlster

Fax: ++1.804.984.1306

E-mail: HomePage@gw-language.com

Sample: www.gw-language.com/home

Onionskin

Viennese ad copy waltzes past London office

by Chris Durban



You need someone who acts as custodian for you?" sounds more like an opening gambit from a suspicious-looking individual with dubious offerings in a railway station than a pitch from one of Austria's top-rated custodian banks.

Yet until February this year Vienna-based GiroCredit had been promoting its securities custody services to investors in ads with precisely this heading.

Body copy was equally unwieldy, a compilation of industry jargon and stilted translation by a writer who, while perhaps a subject-matter specialist, was obviously a non-native speaker of English.

The ads appeared regularly in banking industry glossies including "Institutional Investor" and "Global Investor", where rate cards show space costs from £3,450 to £14,050 per half-page in basic black and white. The Onionskin's correspondent spotted it in "Austrian Business", a publication distributed in the US.

GiroCredit's dilemma underscores yet again the problem facing companies of any nationality that set out to produce texts in a foreign language. Style is notoriously difficult to judge, even by native speakers, and the problem is compounded when texts are adapted into another language for an international or country-specific audience.

Karl Plischke, the GiroCredit executive contact named in the advertisement, had received no feedback on the ad until the Onionskin phoned. "It's been running for several years" he noted, "at least since I joined the firm in 1991."

A native German speaker, Mr. Plischke had suspected that the ad

was "not quite right" but had not had the time or opportunity to follow the matter up. To the bank's credit, information was clear enough to allow interested parties to phone for more details.

Yet proof that image-conscious companies care about what they say and how they say it? Mr. Plischke did pass the word on to Gesco, the company that handles GiroCredit's advertising. Ten days later the Onionskin received a new, far smoother text and an illuminating comment: "The funny thing is, we have a branch bank in London with an almost 100% British team, and always let these people check [texts] before we go to print. They, the native speakers, have up until now been happy with our ads."

The run-it-past-our-foreign-office reflex is an excellent one, but as GiroCredit's experience shows, it may not be enough. Individuals asked to vet texts must not only be native speakers, but also language-sensitive and thoroughly familiar with the subject. They need a clear brief, too — what is the text supposed to achieve with readers? where will it appear? and must be allowed time for a full check. Finally, they must know that head office welcomes criticism; that, in fact, is the whole point of the exercise.

Clearly, this translation business is more complicated and frustrating than it looks at first sight. ✍

NCATA Electronic Mailing List

If you have registered your e-mail address with NCATA, you have been receiving announcements, reminders and occasional job leads. To continue receiving NCATA messages, join our new electronic mailing list.

The list is opt-in; you have to sign up to continue receiving NCATA messages. You can cancel your subscription or register a new e-mail address at any time. Go to <http://www.ncata.org> and subscribe under the "Mailing List" section. Don't wait too long. The present broadcast list is slated to be phased out by the end of February. ✍

Membership Deadline 1999

The deadline for NCATA membership renewal has passed. Don't let your membership lapse. There is still time to ensure your continuing subscription to the *Capital Translator* and listing in our *Professional Services Directory*.

If you did not receive your renewal form in the December issue of the *Capital Translator*, one can also be downloaded at <http://www.ncata.org> under the "Membership" section, or contact the Membership Chair or any board member immediately. Their phone numbers are listed on page 2.

ATA members, don't forget to check NCATA on your ATA membership renewal form, to designate a portion of your ATA dues as a rebate to the Chapter (you still need to renew as a member of NCATA). ✍

Technology Corner

Keyboard Shortcuts

by Michael Wahlster

When I work on my computer, I like entering commands from the keyboard. Perhaps it has do with using WordStar 3.0 under CP/M during my formative years (computer-wise) so the WordStar “navigation diamond” — CTRL key plus a letter key for moving the cursor around the screen — is forever etched into my brain. Perhaps my parents are to blame for forcing me to learn the piano at an early age. But whatever the reason, I have found that keyboard commands can be just as efficient as mouse clicks (if not more so), and I rely on key commands for many functions.

This is not a mouse vs. keyboard issue. When my hand is on the mouse and a command can be easily accomplished with a few clicks, I will use the mouse. I also think that a mouse is the better device for marking objects and text. But more often than not both my hands are on the keyboard, and there are two major reasons why I supplement mouse clicks with keyboard commands: (1) for many functions, one keyboard command takes the place of several mouse clicks (and mouse movements), so it can be accomplished in less time; (2) while you manipulate objects or text with the mouse, the other hand is idle and can easily be used to take over some of the work, which increases efficiency and again saves time.

Let’s look at an example: You want to cut a sentence in one paragraph of your document and paste it into another paragraph. Accomplishing this fairly common operation with the mouse alone requires the following steps:

- (1) Mark the text to be cut.
- (2) Move the mouse pointer to **Edit** in the menu bar.
- (3) Click on **Menu**.
- (4) Move the mouse pointer to the **Cut** item in the **Edit** menu.
- (5) Click on **Cut**.
- (6) Move the mouse pointer to where you want to paste the sentence.
- (7) Click on that location.
- (8) Move the mouse pointer to **Edit** in the menu bar.
- (9) Click on **Menu**.
- (10) Move the mouse pointer to the **Paste** item in the **Edit** menu.
- (11) Click on **Paste**.

When you use the standard keyboard commands, which are available in almost all Windows applications, you can use one hand on the mouse and one hand on the keyboard. This division of labor reduces the steps necessary to accomplish the above operation to the following five:

- (1) Mark the text to be cut with the mouse pointer.
- (2) Push CTRL + X.
- (3) Move the mouse pointer to the location you want to paste the sentence.
- (4) Click on that location.
- (5) Push CTRL + V. Voilà!

Luckily, most programs under Windows share a common set of basic editing shortcuts, so you do not have to relearn key commands when you switch applications. In addition, there are some Windows-specific shortcuts that make life a whole lot easier. If you have a keyboard with a Windows key (marked with the Windows icon) you can use the Windows key for additional functions. And finally, programs

such as Microsoft Word come with a wide variety of pre-programmed, application-specific shortcuts.


Here are some of my favorite shortcuts. If you have other favorites, let me know so we can pass them on to our readers.


Windows operating system

ENTER This seems perhaps a bit obvious, but in more cases than one would think it is faster and easier to hit the enter key than to move the mouse pointer to the ok button in a dialog box and click. But what if there is a choice of buttons in the dialog box? When there is more than one button to chose from, look for the one showing a dotted rectangle. That is the button that will react to your keyboard command. Use the tab key to change the selection in the dialog box.

ALT+TAB Arguably the most useful key combination in Windows. When you have several applications active, you can use this combination to shift sequentially through all applications. Releasing the alt key brings the selected application to the foreground.

ALT+S Opens the Windows Start menu.

+e The Windows key pushed together with the letter “E” will open the Windows Explorer.

+m The Windows key pushed together with the letter “M” will minimize all



windows.

⌘+r The Windows key pushed together with the letter “R” will open the Run dialog box.

⌘+k The Windows key pushed together with the letter “K” will open the Keyboard properties dialog box.

⌘+l The Windows key pushed together with the letter “L” will open the Windows Logoff dialog box.

⌘+pause/break

The Windows key pushed together with the pause/break key will open the System Properties dialog box.

Basic Editing Shortcuts

CTRL+X The marked object(s) or text are cut, i.e. erased in the document and copied to the clipboard. To erase objects so they are no longer available from the clipboard, use the delete key instead.

CTRL+C Text or objects marked are copied to the clipboard.

CTRL+V Text or object(s) on the clipboard are pasted into the document at the selected insertion point.

CTRL+F Unfortunately, not all programs conform to this shortcut system. Where available, this command usually opens the Search dialog box.

CTRL+S Where available, this command usually saves the document.

CTRL+P Where available, this command usually starts the printing process.

CTRL+O Where available, this command usually opens the Open dialog box.

SHIFT Pushing this key lets you select more than one object. If you click on one picture in your document, that picture is selected. To select a second picture without deselecting the

first, push shift and click on the second picture. The shift key is also useful to select all items in a list.

Click on the first item to highlight it. Then hold down the shift key and click on the last item in the list. This will select the first item, the last item, and all items in between.

SHIFT+HOME

Select text from the insertion point to the beginning of the line.

SHIFT+END

Select text from the insertion point to the end of the line.

SHIFT+PAGE UP

Select text from the insertion point to the top of the screen.

SHIFT+PAGE DOWN

Select text from the insertion point to the end of the screen.

Microsoft Word Shortcuts

CTRL+H Opens the Search/Replace dialog box.

CTRL+G Opens the Go To dialog box.

CTRL+B Assigns the font attribute Bold to the selected text.

CTRL+I Assigns the font attribute Italic to the selected text.

CTRL+U Assigns the font attribute Underline to the selected text.

SHIFT+F7 This opens the Thesaurus dialog box. The marked word will appear in the Looked Up text box. The Replace with Synonym list box will contain a list of alternatives. If you see a word you like, select it and click Replace. Word will close the Thesaurus dialog box and replace your word with the selected synonym.

To see what other shortcuts exist in Word or to assign a shortcut to an operation you perform frequently, use “Customize” in the **Tools** menu.

Examples of pre-programmed shortcuts are **CTRL + SHIFT + P** for **Font Size** selection, **CTRL + SHIFT + K** for **SMALL CAPS**, **CTRL + F6** switches to the **next open window** — just to name a few.

The possibilities do not end here. Not only are there many more existing shortcuts, but many programs allow users to record their own frequently used command sequences which then can be assigned to key combinations. These user-defined key shortcuts are commonly known as macros. More about the unlimited possibilities of macros later. ☞

Welcome!

A warm welcome to the following new and returning members: **Adela Abboud; Camilla Bozzoli-Rudolph; Teresita Casales; Felice Vivian Cohen; Comprehensive Language Center, Inc.; Renate Cords; Jessica M. Dunn; Ana Farias; Maria Graciela Giordano; Yvonne Harestedt; Paul Hurwit; Basil Kezios; Anita H. Kulman; Judy Langley; Susanne Lysinger; Marco Maertens; Susanne Martikke; National Captioning Institute, Inc.; Tatjana R. O’Byrne; Desmond O’Rourke; Daniele Perrot-Maitre; Sangeeta S. Prasad; Nicolas A. Ramade; Alexandra Russell-Bitting; Victoria E. Russo; Molly Stevens; Yu Tang; Edward Tang; Sandra Burns Thomson; and Sasha Veysbeyn.** ☞

Calendar

Date	Time	Event	Location
January 23, 1999	1:30 pm	Accreditation Exam	Graduate Education Center of The George Washington University, 1775B Duke Street, Alexandria, VA, near the King Street Metro Station Contact ATA at 703-683-6100
February 20, 1999	1 – 4 p.m.	2nd Annual NCATA Job Fair	Ellipse Conference Center, National Rural Electric Cooperative Association, 4301 Wilson Blvd., Arlington, VA (Ballston)
March 20, 1999	2 p.m.	Accreditation Seminar	Cleveland Park Branch of the DC Public Library at the corner of Connecticut Avenue and Macomb Street, Washington, DC Contact Bill Keasbey at 301-530-5031
August 6–10, 1999		International Federation of Translators World Congress	Mons, Belgium Contact RT 1999 Congress, Ecole d'Interprètes Internationaux, 17, avenue du Champs de Mars, Mons, Belgium fit99@writeme.com; http://www.fit.ml.org

NCATA
P. O. Box 65200
Washington, DC 20035-5200