

PROTEUS

The Newsletter of
The National Association of Judiciary Interpreters and Translators

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New York, NY

MESSAGE FROM THE BOARD

The Austin conference is behind us and it seems appropriate to draw a balance sheet of how we fared. Judging from the response of those who were there, the presentations were well received and everyone was interested in attending more educational events of this nature.

Although we had originally conceived of it as a fund-raising event, to achieve that goal we would have needed a considerably larger number of registrants and lower expenses. A more important conclusion to be drawn from this experience is that there is an enormous thirst for educational and professional training activities and very little being offered on a regular basis. NAJIT is committed to making that a priority by devoting its resources and expertise to providing continuing education seminars, workshops and classes designed for the specific needs of judiciary interpreters.

The extent of our success, however, is commensurate with the size and strength of the association. While we now have a core of devoted and active participants, a much larger membership base is needed to carry out a more ambitious program of activities, with a broader geographical reach. larger attendance and the subsequent increased financial resources needed for any large-scale projections. There are no gimmicks or short-cuts to expand a budget or increase an organization's impact; the only way to do so is to grow. In the past year we have been strengthening the association's infrastructure to be better prepared to handle more responsibility and respond to the membership's growing needs. Now the Board proposes that we launch a membership drive aimed at recruiting 100 new members by the end of 1994.

This may sound ambitious, but it can be done. If every member pledges to convince just one colleague to join in the next twelve months, we would easily reach and even surpass that goal.

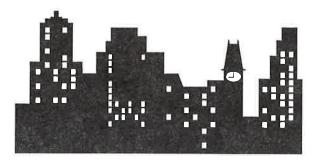
(continued on page 2)

NEW YORK TO HOST 15TH ANNUAL MEETING

The Fifteenth Annual Meeting and Educational Conference of the National Association of Judiciary Interpreters and Translators will take place during the weekend of May 20-22, at the Dorset Hotel in New York. The Dorset is in the heart of Manhattan, within walking distance of the theater district, Lincoln Center, museums and Carnegie Hall.

The program includes a panel on "The State of Interpreting in the State Courts" that will deal with working conditions around the country. Other sessions will focus on consecutive interpretation; theories of tape translation; interpreting as a performing art; and the terminology of finance and commerce in civil cases. Lawrence M. Solan, the noted linguist, attorney and author of The Language of Judges, will be a featured speaker. Experts will be on hand to offer advice on such topics as managing finances and finding translation work. On Friday evening NAJIT will host a reception featuring a performance of "Courthouse Follies," a side-splitting musical revue starring Southern District of New York staff and free-lance interpreters.

For lodging contact the Hotel Dorset at 212/247-7300 or 800/227-2348 and specify that you are attending the NAJIT conference. The rate is \$115 single or double, plus tax. For travel arrangements call Tzell Travel & Tours, 212/279-3700, or 800/288-7908 ext. 605 and ask for Marie-Alice. In Los Angeles call 213/651-5557 or 800/949-4159 and ask for Robert.



MARICOPA COUNTY ARIZONA SUPERIOR COURT

COURT INTERPRETER Spanish/English I,II, or trainee

The Superior Court in sunny Arizona is seeking a Spanish/English Interpreter. Court Interpreter I (\$24,918) requires one year of paid, professional interpreting experience; Court Interpreter II requires one year of interpreting in a trial court. Will consider Trainee (\$23,420) with completed college level coursework demonstrating high degree of proficiency in English and Spanish. Highest scoring candidates will be admitted to oral interpretation skills exam requiring performance of accurate, sustained simultaneous interpreting and consecutive interpreting. For application and job announcement, please contact Maricopa County Human Resources Department, Suite 200, 301 W. Jefferson, Phoenix, AZ 85003. Telephone: (602) 506-3755, by March 25, 1994. Closing date: April 1, 1994. EOE.

MESSAGE

(continued from page 1)

We should especially seek to attract the very large number of interpreters in state and municipal courts, Immigration and other government agencies who are interested in improving their skills and working conditions. We now have a very attractive brochure describing NAJIT's history, aims, activities and publications, which every member can receive in quantities to distribute at places of work, conferences, meetings and other events. Just call Arlene Stock with your request.

We plan to carry out intensive publicity and offer promotional incentives to those who join in the next few months. More details will be available in *Proteus* as the campaign progresses.

The conference committee, headed by Carmen Pascual, is now working on finalizing the program for the annual conference in May. This will give us more than three months to publicize it locally and make plans to attend. Please begin now to think about where to post notices, which newsletters or other publications to approach about placing an ad or running an article, and in which upcoming events to distribute announcements. If you know anyone who wishes to sell books or other reference material, have them contact Arlene Stock.

By the time this goes to press, everyone should have received a ballot and will hopefully have voted for the new Board. More nominations were received this year than ever before, and nearly every nominee accepted. Several

Research Volunteers Wanted

The National Association of Judiciary Interpreters and Translators and the Sociedad para el Estudio de la Traducción y la Interpretación will be conducting a joint research project on judiciary interpreting (English-Spanish) for which volunteers are needed.

Volunteers must be judiciary interpreters with a minimum of one year experience in the courts using simultaneous interpreting techniques. The researchers are interested in male and female, young and not-so-young, certified and uncertified interpreters as subjects.

The first study will be conducted on May 19, 1994, in coordination with the 15th NAJIT Annual Conference in New York City. Judiciary interpreters interested in participating in this project must fill out the bottom portion of this announcement and mail or fax it to the address which appears below.

You will receive detailed information about the research project and a questionnaire by return mail.

Notice: All volunteer information shall be held in strict confidence. None of the volunteer subjects will be identified in any way when the research findings are published, except to acknowledge their cooperation when authorized to do so by the volunteer subject him/herself.

I am interested in participating as a subject in the SETI/NAJIT Research Project on Judiciary Interpreting. I understand this is a strictly volunteer effort and that I will receive no monetary or other material compensation for my participation in this project.

Name		 	
Address			
Phone			
Mail to: Ja 324. Old Sa		-	

nominations arrived too late, but elections will again be held next year, when more slots will be open, giving those candidates a chance to run.

Thank you for your interest and continued support in this election and in all of NAJIT's activities. I think we can look forward to another very good year.

MIRTA VIDAL Chair, Board of Directors

INTERPRETATION IN THE STATE COURTS

Some attention is finally being paid to the working conditions affecting interpreters in the state courts and to the lack of interpreter training under which the courts have labored.

In December of 1993 the New York City Bar Association published a committee report entitled "Equal Justice and the Non-English speaking Litigant: A Call for Adequate Interpretation Services in the New York State Courts." Reference to that report was made in the front-page article that appeared in the New York Times (December 24, 1993) under the headline "New York's Court Interpreters: Overworked The ten-page report by the Bar Association's Committee on Legal Needs of the Poor underscores the weaknesses of the state courts' method of selecting and supervising interpreters: "A system of justice that allows a litigant to move through the courts without a complete understanding of the proceedings because of a language barrier is an affront to the concepts of due process and equal protection. Yet such a situation occurs daily in our state courts because of a lack of properly trained and supervised court interpreters."

The report's Recommendations and Conclusion are reprinted below. The full text is available from the Association of the Bar of the City of New York.

Recommendations

- 1. The Office of Court Administration (OCA) must increase the number of interpreters by hiring more full-time interpreters.
- 2. OCA must develop uniform criteria and screening mechanisms for all court interpreters.

A system of training must be developed for all court interpreters.

- 3. OCA must improve its training of Spanish-English interpreters. The level of training provided to Spanish-English interpreters should be brought to the standard described in the OCA's Court Interpreter Manual.
- 4. A system of training must be developed for all other court interpreters.

- 5. Supervisors should be provided to all court interpreters, not just Spanish-English ones.
- 6. OCA should seek to try to work in conjunction with the federal courts on testing and training procedures.

Salaries must be increased.

- 7. Salaries for interpreters must be increased. A full-time interpreter earns only \$28,000 a year and a per diem interpreter receives \$80 per day (due to increase to \$105 per day). This amount is insufficient when compared to the amount paid by the federal government to its per diem interpreters. The federal courts currently pay their Spanish-English interpreters \$205-\$250 per day. Consequently, qualified court interpreters are being lost to the federal system.
- 8. OCA should advertise for foreign language interpreters in local newspapers and on college campuses instead of relying on word of mouth as it currently does.
- 9. OCA should seek to develop a college internship program in which participating students may receive monetary compensation or college credit for their services.
- 10. Responsibility for the desperately needed improvement of translation services in the New York city courts lies not only with OCA but also with the New York State legislature. The quality of translation services will not improve if the Legislature does not provide additional funding to OCA for this purpose. Without an increase in funding, OCA's ability to improve the proficiency of its foreign language interpreters will be a difficult task.

Conclusion

In this City, which is practically defined by its cultural diversity, it should be a given that competent foreign language interpreters be provided to non-English speaking litigants. Currently, many citizens of this City are deprived of basic rights because of the lack of sufficient number of qualified, trained and supervised interpreters. This society cannot lay claims to being a just society when a segment of its residents are effectively denied access to the courts.

Telecommunications: A Word List

D. Orrantia

A glossary accounts for words and expressions in isolation; the context in which they appear will determine their form in the target language. "Incoming call" must be translated by itself when it is a part of the heading of a tape transcription. Its context is implicit: it describes the kind of call that was intercepted, and it contrasts with "outgoing call." The context changes when translating a statement such as "the phone company is disabling phones so they cannot take incoming calls", or "About a quarter of Nynex's 8,400 street phones do not take incoming calls"; in these two statements "llamadas" would probably be sufficient.

The following word list on telecommunications is the first of a series of mini-glossaries containing specialized terms or expressions of recent vintage that *Proteus* will publish. Your comments are welcome.

analyze the beeps	analizar las señales	call forwarding	transferencia de llamadas, des- vío de llamadas
area code	prefijo	call waiting	llamada en espera
audio tape	cinta de sonido	cellular phone	teléfono celular
automatic dialing	marcación automática	clone beeper	biper clonado; la copia de un
automatic search	búsqueda automática	(duplicate beeper)	bíper
background noise	ruido de fondo	cloned cellular tele-	teléfonos celulares clonados
backup tape	cinta de reserva, duplicado de cinta magnética	phones	
beep	tono de llamada, señal	cloning operation (using an electronic device to capture from	operación de clonación
beep someone	llamar al buscapersonas a alguien, llamarle al busca, bipiar a alguien	the airwaves the identification code that a cellular phone transmits for billing pur-	
beeper	el buscapersonas, el mensáfono, el busca, el pito, el bíper	poses and then, with a specially equipped computer, program-	
body mike	micrófono oculto	ming it into another phone)	
break	corte, interrupción, pausa	codes	claves
break in the sound	corte de sonido	collect call	llamada a cobro revertido, lla- mada por cobrar
bug (n.)	escucha, dispositivo clandestino de grabación y transmisión	common carrier	empresa de telecomunicaciones; entidad de transporte público
bug (v)	intervenir un teléfono, practicar escuchas clandestinas, implantar		de las señales de audio y vídeo
bugging device	aparatos de grabación y emisión una escucha, artilugio de graba-	computer printout of the beeps	gráfico (de computadora) de las llamadas; impreso (de compu- tadora) de las llamadas
pugging uctace	ción y transmisión	conference call	llamada a tres
busy signal	señal de ocupado	dial tone	tono de marcar

dialing	discado, marcación	patch in a conversation	conectar temporalmente una conversación	
do a computer run	hacer un análisis informático, pasar por la computadora, pasar por el ordenador	pen register	(aparato) registrador gráfico	
earphone	auricular, audífono, audiófono	pertinent call	llamada pertinente	
electronic surveillance		phone log	registro de llamadas cursadas	
equipment	equipo de vigilancia electrónica	push a button	pulsar una tecla	
fax	telefax, fax	push-button phones	teléfonos de botones	
garbled	confuso, (voces) entremezcladas	record a conversation	grabar una conversación	
hand held cellular phone	auricular portátil plegable	return number	número del remitente	
hold the line	mantener la llamada, no colgar	reverse charge call	llamada a cobro revertido	
incoming call		rotary dial	disco	
incoming call	llamada que entra, llamada entrante	rotary dialing	discado	
install a recording de- vice on a telephone	instalar un dispositivo de grabación en un teléfono	rotary pay phone	teléfono público de disco	
	•		control esporádico	
intercept a phone conversation	intervenir una conversación telefónica, interceptar una conversación telefónica	star key on a phone	la tecla del asterisco	
intercom	intercomunicador	subscriber information	información del abonado	
itemized billing	facturación detallada, tarifación	suction cup on a phone	copa de succión en un teléfono	
nemized bining	detallada	tap a phone	intervenir un teléfono, pinchar un teléfono	
keypad	teclado	tape recordings	grabaciones, cintas grabadas	
line sheet	hoja con renglones			
local call	llamada local, llamada urbana	tape recording devices	aparatos de grabación	
log sheet	hoja	telephone dump (a check of calls made to a given number)	verificación de las llamadas, examen general de las llamadas	
minimize a call	minimizar una llamada			
mobile phone	teléfono móvil	telephone records	un listado de las llamadas telefónicas	
monitor a beeper	monitorear un bíper, controlar un bíper	telephone taps	intervenciones telefónicas	
monitor a conversation	monitorear, controlar una	touchtone keypad	teclado de marcación por tonos	
	conversación	touchtone telephone	teléfono de botones	
outgoing call	llamada que sale	toll call	llamada de larga distancia, lla- mada interurbana	
pager	buscapersonas	toll-free number	número sin cargo	
party line	línea compartida	Was net number	momento ani cargo	

toll records

listado de las llamadas de larga

distancia

tone dialer

discador de tono

(device which sends tone signals over a phone with a rotary dial)

trace a call

rastrear una llamada

trunk call

llamada de larga distancia

two-way radio

radioteléfono

voice mail

correo electrónico

walkie-talkie

radioteléfono portátil, radioteléfono ambulante,

transceptor portátil, walkie

talkie

wear a beeper

llevar un bíper (consigo)

wear a body wire

llevar un micrófono oculto

wear a wire

llevar un micrófono oculto

wireless phone

teléfono inalámbrico

wiretaps

intervenciones telefónicas, escuchas telefónicas, pinchazos

EASIER SAID THAN DONE?

Actions speak louder than words... An idle mind is the devil's playground... The proof of the pudding....

You have heard them all before... the proverbs that lawyers and judges alike are so fond of interjecting when you least expect them.

I am interested in compiling a reasonably comprehensive listing of the proverbs you have come across in court. Send *Proteus* those proverbs that you have had to interpret, including your rendering into the target language whenever possible. Many of the proverbs were probably originally heard in English, but often a defendant or witness will resort to one to drive home an idea. These, too, are of interest. Obviously, context is important. If the original was in English and you have a copy of the transcript, please send the passage in which the proverb occurred.

Your cooperation is essential. If a thing's worth doing, it's worth doing well.

Thanks for your help. Address: Daniel Sherr, 210 Sixth Avenue, 4E, New York, NY 10014.

LETTERS TO THE EDITOR

Estimado colega:

La traductora Isabel D. Bottex nos ha hecho saber de su interés en recibir información sobre nuestro Colegio. A tal efecto, le adjuntamos un ejemplar de la revista VOCES y la última edición de nuestra Gacetilla mensual.

Si estas publicaciones resultan de utilidad para los Intérpretes Jurados de la Ciudad de Nueva York, con mucho gusto le remitiremos en forma periódica ese tipo de material

Por nuestra parte, nos complacería recibir información sobre PROTEUS y las actividades de la organización que la publica, a fin de difundirlas entre nuestros matriculados.

Agradecemos esta oportunidad de intercambiar experiencias y lazos de amistad con nuestros colegas de Estados Unidos y saludamos a usted muy cordialmente.

BEATRIZ VAZQUEZ OTERO, Secretaria General LIDIA B. ESPINOSA, Presidente Colegio de Traductores Buenos Aires

A colleague from the midwest wrote the following letter to the organizers of the Regional Educational Conference in Austin.

Estimados organizadores de la Conferencia de NAJIT:

Quiero agradecerles la oportunidad que nos han brindado a los intérpretes judiciales de asistir a tan interesante conferencia. He quedado muy impresionada con la organización de la misma, así como también con el profesionalismo de cada una de las ponencias presentadas. Cada una de ellas resultó sumamente útil e informativa. A menudo he observado que las conferencias tratan temas altamente abstractos, tal vez interesantes en su teoría pero muy poco aplicables a la práctica de nuestra profesión. A diferencia de ello, en esta conferencia he encontrado todos los temas sumamente prácticos y aplicables a situaciones que se nos presentan en nuestra rutina de trabajo. Por último, debo destacar la calidez con que los miembros de NAJIT nos recibieron, sobre todo a los nuevos participantes.

NAJIT demostró, a diferencia de otras organizaciones de traductores, distinguirse por su actitud de sincero apoyo entre colegas. En Austin se respiró un ambiente de verdadera colaboración mutua y calidez entre colegas. Tal actitud resultó para todos nosotros en un gran enriquecimiento profesional a través del intercambiio de experiencias y situaciones. Es así que finalmente lograremos el crecimiento y reconocimiento de nuestra profesión.

Muchas gracias nuevamente y esperamos ansiosos la próxima conferencia!

ANA CRISTINA PETERS
Kansas City

RESEARCH UPDATE

José L. Varela-Ibarra

Translators' Journals: Meta

Published by Les Presses de l'Université de Montréal and available through Periodica, C.P. 444, Outremont, QC Canada H2V 4R6; Tel. (514) 274-5468, Meta should be

second only to NAJIT dues when each of us prepares his or her 1994 budget, professionally speaking, of course.

Although approximately half the articles are in French (after all, it is a Canadian journal), some articles occa-



sionally deal with Athapaskan or Inuktitut syllabics, recent issues carry enough articles in English and of interest to the professional translator/interpreter to make *Meta* must reading.

The September 1993 issue, for example, includes the following articles: "On the Spanish translations of 'crimes and misdemeanors'" by Virginia Benmaman; "Basic concepts of MT" by Wolfram Wilss; "On the implausibility of equivalent response," a fourth in a series, by Qian Hu; "On translating metaphor" by Antonia Alvarez; and "The linguistic significance of lexical items in the case of conference interpretation from English to Japanese" by Yasuko Obana.

The two earlier 1993 issues offer articles of interest to NAJIT members, such as "The effect of ear of information reception on the proficiency of simultaneous interpretation" by Sylvie Lambert and "Legal interpreting in Canada's Eastern Arctic" by Jacopoosie Peter.

In addition, each issue of *Meta* contains three sections: BLOC-NOTES, a group of shorter articles; "Etudes terminologiques et linguistiques," glossaries with commentaries: "A short condominium lexicon," for example; and "Documentation," comprising both a bibliography and reviews of recent books and dictionaries.

Each year or so, special issues are published. Many of them are available: Traduction et interprétation au Japon, L'Enseignement de la traduction au Canada, La traduction dans le monde hispanolusophone, La traduction en Russie, Etudes et recherches en traductique, etc. Prices for these "speciaux" range from \$7 to \$15 Canadian and are sold through Diffusion Prologue, 1650 boul. Lionel Bertrand, Boisbrand, QC Canada J7E 4HR; Tel. 514/434-0306.

Meta is a journal of consistently high quality and it is not to be missed. Subscriptions run from January 1 to December 31. The four yearly issues are a bargain at \$28 Canadian.

Other journals are invited to send sample issues for review to: José Varela-Ibarra, Translation and Interpreting Program, Modern Languages, University of Texas, 80 Fort Brown, Brownsville, TX 78520 USA.

HIGHLIGHTS OF THE REGIONAL EDUCATIONAL CONFERENCE

The historic Driskill Hotel in Austin, Texas is legendary, among other reasons, for having been won and lost many times at the gambling table. In a similarly adventurous spirit, NAJIT's regional education conference offered the opportunity to broaden areas of specialization, workshop-hop and strengthen ties with colleagues from the Texas area and beyond. One intrepid interpreter came from as far away as Australia.

Simultaneous sessions served up a smorgasbord of themes. As always in conferences of this type, people either had to pick one topic and stick with it, or stitch together pieces of disparate topics, relying on word of mouth to fill in the blanks. If you wanted to be in more than one place at the same time it was frustrating; however, time constraints made it more effective to hold multiple sessions and themes were chosen to represent the varied aspects of the trade. Hand-outs were liberally shared, and as always, eagerly welcomed.

The array of offerings included medical terminology, translation theory, WordPerfect techniques, translator as expert witness, depositions, tax law and the independent translator, immigration terminology, Mexican-U.S. comparative law, and tape transcription techniques. The closing panel discussion, featuring Enrique Fuentes, Esq. and Wally Mencke, Esq., dealt with the implications of the then-impending Nafta legislation and the intricacies of contract terminology. A gracious invitation for future collaboration with Mexico was extended by Mr. Fuentes, who underscored the importance of translators in the ties which will become permanent in one form or another between Mexico and the U.S.

Austin was a networking bonanza but a financial risk for NAJIT. While 65 interpreters converged for the daylong program, attendance was barely high enough to enable NAJIT to cover expenses.

The Board of Directors had a productive business meeting on Sunday to plan future activities.

NAJIT'S 15TH ANNUAL CONVENTION New York, May 20-22, 1994

"The Fine Lines of Meaning: Conceptual Conundrums"

A practicing attorney who holds a Ph.D. in linguistics and a J.D. from Harvard Law School, Dr. Solan has written extensively on language and law, linguistics and the psychology of language.

GRAMMAR NOTES FOR TRANSLATORS

George K. Green

The translator working between English and a Romance language should be aware of several typically Germanic structures that are quite common in English but completely foreign to Spanish, French, Italian or Portuguese. One of these is the bipartite or separable verb: for example "get up" in the context of "I get up early in the morning." (In modern German, stehe auf.)

The bipartite verb consists of two elements, one that we immediately recognize as a verb ("get") and a second element ("up") that could be a preposition in another phrase. Generally, the distinction is a matter of context: the same two English words may form either a bipartite verb or a combination of a simple verb plus a preposition.

Consider the two apparently similar sentences: "She ran off the copy" and "He ran off the bridge." In the first case, "ran off" is a bipartite verb; but in the second example, "ran" and "off" do not form such a unitary verb phrase: rather, "off" is part of the prepositional phrase "off the bridge." The difference may seem somewhat clearer if we replace the second noun in each sentence with the pronoun "it": "she ran it off" and "he ran it off." In the first sentence, we find the verb phrase to be separable; normal English syntax rules require the direct object in pronoun form to be inserted between "ran" and "off." In fact, this syntax was an option in the case of the original sentence with a bipartite verb: instead of "she ran off the copy" we might have used "she ran the copy off." English generally will allow the second element of the bipartite verb to be separated from the first by the insertion of a direct object.

Such combinations of a verb and a second word that may form either a bipartite verb phrase or just a simple verb followed by a prepositional phrase are relatively common in English.

Bipartite verb: We turned the light on; We turned on

the light.

Simple verb: The driver turned on a dime.

Bipartite verb: The hit man did the victim in; The hit

man did in the victim.

Simple verb: Who was to know what he did in the

room?

Bipartite verb: The bomb blew the roof off; The bomb

blew off the roof.

Simple verb: The paper blew off the table.

Bipartite verb: The policeman wrote the motorist up;

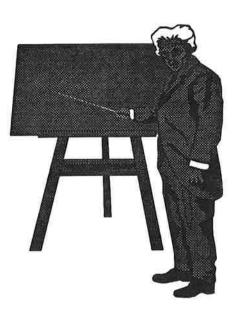
The policeman wrote up the motorist.

Simple verb: I wrote up high on the page.

In virtually all cases, the bipartite verb has a meaning that is very different from the usual sense that its first element has when used alone as a verb. Let us consider yet another pair of examples containing the same first element, "ran": "He ran up a big bill." Again, the first sentence of the pair contains a bipartite verb ("ran up"), while the verb in the second sentence is simply "ran" and "up the hill" is a prepositional phrase. The usual translation of the simple verb into a Romance language will almost never work with the equivalent of the first element of a bipartite verb. For example, we would probably expect to translate "ran" into Spanish with some verb of the verb "correr." Obviously, "correr" is not going to be a viable option in the first sentence, the one with the bipartite verb; but it could be used in the second, Corrió cuesta arriba or Se fue corriendo cuesta arriba.

One relatively easy technique for translating a bipartite English verb into a Romance language involves finding an English synonym with a cognate in the target language. In the sentence "He ran up a big bill," "ran up" offers the synonym "accumulate," for which the Spanish cognate would be acumular as in Acumuló una cuenta grandota. Other Romance languages often have similar cognates; in this case, accumular in French; accumulare in Italian and accumular in Portuguese. This technique will work with a substantial fraction of the bipartite verbs of English.

The author teaches Spanish at the University of Texas at Brownsville.



WORDPERFECT 5.1 FOR DOS: TIPS FOR THE MARGINALLY COMPUTER-LITERATE

David Mintz

Many interpreters who do occasional translation assignments are not as computer-literate as full-time translators, and would be able to work more efficiently if they had better computer skills. WordPerfect 5.1 is practically universal, especially in the legal world, and is likely to remain popular for some time. But this immensely powerful program can also be exasperatingly cryptic and unintuitive; hence the following tips designed for beginners.

The Format Menu: SHIFT+F8

Here you control all your basic functions of formatting: line spacing, headers, margins, hyphenation, page numbering, and so on. It is important to understand that whenever you enter formatting commands, WordPerfect inserts the appropriate *code* wherever the cursor is, and continues to obey it from that point onward in the document unless and until the program encounters a code that tells it to do otherwise.

Line spacing. If you want your document double-spaced from the beginning, go up to the beginning of the document (HOME/HOME/UP-ARROW) and type SHIFT F8/L/S/2/ENTER/F7. If you want part of the document single-spaced, you go SHIFT F8/L/S/1/ENTER/F7 at the point where you want the single-spacing to begin, then SHIFT F8/L/S/2/ENTER again at the point where you want to return to double-spacing.

Page numbering. This one drove me crazy for a long time until I read the manual. Go to the top of the page where you want the page numbering to begin, and press SHIFT + F8/P/N/P. This brings you to the Page Number Position menu. Select the number corresponding to the position on the page where you would like the number to appear, e.g., 6 for bottom center, then F7.

Headers. You might want a header like the following for your translations: <u>TRANSLATION</u>, page 3 of 9 Press SHIFT + F8/P/H/A/P, then SHIFT + F6 to center the text, F8 to underline, and type

TRANSLATION, page [CTRL + B] of

If you want an extra space between your header and the text of the translation, press ENTER, and exit (F7). The CTRL + B will appear as 'B on the screen, and tells WP to number the pages. After you determine how many pages your document is, you can edit the header by pressing SHIFT + F8/P/H/A/E and then editing in the appropriate number.

Reveal codes

You've probably done this accidentally and wondered what had happened to your screen. This mysterious-sound-

ing command can be very useful for correcting mistakes.

Example: suppose you put a horizontal line (using ALT + F9) in your document for some reason, then change your mind. WP is not WYSIWYG; what you see on the screen is not what you get when you print. You can't see the line on the editing screen, so how do you know exactly where it is in order to delete it? The Page Preview function (SHIFT + F7/6) lets you see but not edit. Press ALT + F3 (or F11) and push the arrow keys around until the line code is highlighted (it will be evident which one it is), and press DELETE. Press ALT + F3 or F11 again to restore your screen to normal.

Search & Replace

Suppose your translation is almost done, and you decide you want to change every occurrence of economic to financial. Go to the beginning of the document and press ALT + F2. At the w/Confirm? No (Yes) prompt, press N or Y depending on whether you want WP to ask your permission for each change. At the -> Srch prompt, type economic. Press F2. At the Replace with: prompt, type financial. Press F2. Remember to press F2 rather than ENTER, otherwise WP will think you mean [HRt] (hard return) codes.

Use F2 to search for text and/or codes from wherever your cursor is to the end, and SHIFT + F2 to search the document from wherever you are to the beginning.

Initial Codes

You can set up your copy of WordPerfect so that it will automatically do things according to your preferences. For example, WP's default settings (those it uses unless the user tells it to do otherwise) are full justification, hyphenation off, one inch left and right margins, one inch top and bottom margins, and so forth. Suppose you usually prefer left justification, hyphenation on, and half inch top and bottom margins. Press SHIFT + F1/4/5 to get to the Initial Codes screen, then put in the appropriate formatting: SHIFT + F8/L/J/L for left justification; Y/Y for hyphenation on; ENTER to return to the main format menu, followed by P/M/.5/ENTER/.5/ENTER for the half-inch margins, then F7. You will see the corresponding codes appear on the screen. Press F7/F7 when you're satisfied that you have it the way you want it. These settings will remain in effect until you change them.

The author is a NAJIT Board member and federally certified freelance Spanish interpreter.

Items of Interest

February 2-April 25, 1994. Marymount Manhattan College, NY. Adult Continuing Education Career Certificate Program in Translating and Interpreting. French and Spanish only. Courses: Introduction to Translating and Interpreting; Methods and Skills; Practicum (simultaneous and consecutive) Levels I, II and III. For information, call 212/517-0564.

February 3, February 17, March 3, March 17, 1994. US Courthouse, Foley Square, NY. Training and orientation sessions from 2:30 to 4:30 for interpreters of all languages. Topics to be discussed in the following order: ethics and sight translation; consecutive techniques; simultaneous techniques; legal argument. For information, call 212/791-9054.

February 19-21, 1994. Ponce Hilton Hotel, Ponce, Puerto Rico. The Professional Association of Translators and Interpreters and the Graduate Translation Program of the University of Puerto Rico will hold the Second Symposium on Translation, devoted to Terminology and Lexicography. The key speaker will be Christian Galinsky, director, International Information Centre for Terminology (INFOTERM). Transportation from San Juan will be provided. Address: APTI/Symposium, P.O. Box 22723, San Juan, PR 00931; voice: 809/268-4817; fax: 809/261-5863.

February 24-26, 1994. Las Palmas de Gran Canaria, Spain. Primer Congreso Internacional sobre Traducción e Interpretación. Topics will include: translation theory, the teaching of language in translation studies, specialized translation and literary translation and interpretation. Address: Facultad de Traducción e Interpretación, Vicedecanato, A/A Gabriele Becher, Pérez del Toro 1, 35003 Las Palmas de Gran Canaria, España; voice: +34 28 45 2994; fax: +34 28 45 1701.

March 5, 12, 19, 26; April 9, 16, 23, 1994. Monterey, CA. The Monterey Institute of International Studies will hold weekend workshops for Spanish-English interpreters. Address: Center for Language Services, 425 Van Buren Street, Monterey, CA. 93940; 408/647-4115 or 408/647-3534.

March 13-16, 1994. Georgetown University, Washington, D.C. Georgetown University Round Table on Languages and Linguistics 1994: Educational Linguistics, Cross-Cultural Communication, and Global Interdependence. There will be a Pre-session on Community Interpreting led by Margareta Bowen on Friday, March 11.

Address: Joan C. Cook, Coordinator, GURT 1994, Georgetown U School of Languages and Linguistics, 303 Intercultural Center, Washington, DC 20057-1067; voice: 202/687-5726; fax: 202/687-5712.

April 19-24, 1994. Havana, Cuba. Expolingua Habana '94. Address: Expolingua, Carretera el Rocío, km. 3½, Municipio Boyeros, La Habana, Cuba; voice: 44 7023; e-mail: internet expocuba@ceniai.cu.

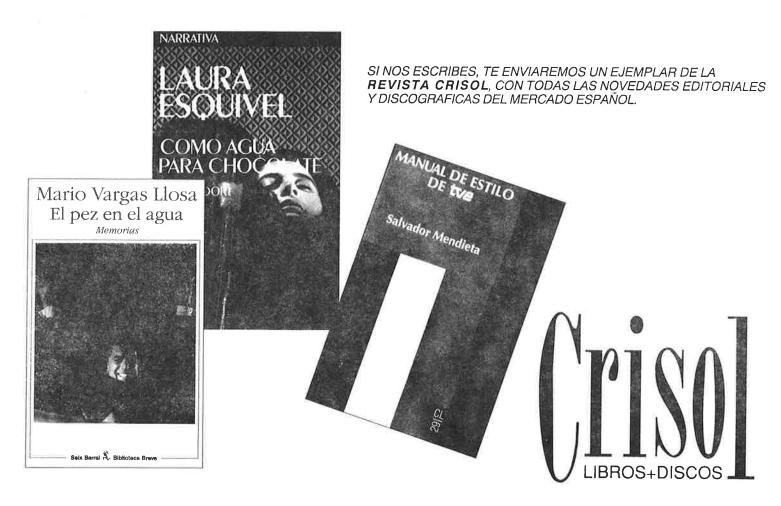
April 23, 1994. Holiday Inn Charleston Airport, Charleston, South Carolina. Eighth Annual Conference of the Carolina Association of Translators and Interpreters. Address: David Stephenson, 2805 Legion Avenue, Durham, NC 27707; fax: 919/490-3787.

May 20-22, 1994. Hotel Dorset, New York City. Fifteenth Annual Meeting and Conference of the National Association of Judiciary Interpreters and Translators. Address: Arlene Stock, NAJIT, 531 Main Street, Suite 1603, New York, NY 10044; voice: 212/759-4457; fax: 212/759-7458.

May 22, 1994. Salvador do Bahia, Brazil. O Encontro dos Tradutores. Address: Edna Ditaranto; voice: 201/772-7171; fax: 201/772-4356.

August 25-27, 1994. Turku, Finland. International Conference on Interpretation: What Do We Know and How? The conference is open to all interpreters and researchers interested in multilingual communication and professional interpretation. Co-sponsors are the Ecole Supérieure d'Interprètes et de Traducteurs (Sorbonne Nouvelle, Paris III) and the schools of translation and interpretation studies in Trieste (Italy) and Turku. Address: Yves Gambier (ICI), Department of Translation Studies, University of Turku, Tykistokatu 4-20 520 Turku, Finland; fax: +358-21-633-8730; e-mail: yves.gambier@utu.fi.

October 12-16, 1994. Hyatt Regency Hotel, Austin, Texas. 35th Annual Conference of the American Translators Association. Abstracts in English of no more than 250 words requested on topics relating to all areas of translating and interpreting. The deadline for abstracts, including a short biographical sketch of no more than 150 words, is March 1, 1994. Address: ATA, 1735 Jefferson Davis Highway, Suite 903, Arlington, VA 22202-3413. Sara García-Rangel plans to propose a panel discussion on judiciary interpreting and translating. If you would like to participate jointly with other NAJIT members, contact her as soon as possible at: 99 Harrison Avenue, Montelair, NJ 07042; voice: 201/783-5769; fax: 201/645-6659.



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