



THE MITIN NEWSLETTER

Michigan Translators/Interpreters Network
ATA Chapter
"The Linguistic Heartbeat of Michigan"

WWW.MITINWEB.ORG

DECEMBER 2006

Upcoming Events

Christmas Potluck Party

Saturday, December 09, 2006
2:00p.m.-5:00p.m.

Suzuki, Myers & Associates, Ltd.
46320 W. Ten Mile Road,
Novi, MI 48374
Phone: (248) 344-0909



MiTIN's annual potluck party will be hosted by our President's resident/office in Novi. MiTiN members, their family and friends are invited. Please contact Kevin Casillas, Events Manager, at (313)461-3669 or mitinevents@hotmail.com and let him know **what food item you are bringing.**

Suzuki/Myers is on the north side of W. Ten Mile Rd. between Beck Rd. and Taft Rd. Look for the street sign, "Suzuki/Myers Ln." It is in the west of "Children's World."

13th Annual General Meeting

Saturday, January 27, 2006
1:00pm-3:30pm

Novi Public Library

All MiTiN members are invited to the 13th AGM. We will report our 2006 activities; announce the 2007 preliminary events plans; and explain how the membership dues have been used.

Existing members' inputs will be appreciated. This is also a good opportunity for new members to learn about MiTiN. Bring your friends who are interested in knowing about one of the largest linguists' organizations in the US.

If you cannot come to the AGM, please fill in and send the **Proxy** attached at the end of this newsletter. This is very important for continuity of MiTiN.

Pay Membership by 12/31

Corporate membership \$50
Professional membership \$40
Corp + Pro Combined \$75
Make check payable to MiTiN
Mail to: MiTiN
P.O. Box 852
Novi MI 48376

Last chance!

West Michigan Programs

Informational Meeting: Events Planning

By Wafa Haddad

**Saturday, December 2, 2006
1:00pm-3:00pm**

**Olive Express Restaurant
134 Monroe Center St NW
Grand Rapids, MI 49503**

MiTIN's Director of West Michigan Programs is hosting an informational dinner for all MiTiN members to discuss "What can I bring to West Michigan MiTiN members?" in order to find out how MiTiN can make your membership worthwhile and rewarding.

MiTIN Board members have been planning events for 2007. Because, you MiTiN members, are so important to our success, we have invited you to come to an informational Dinner on December 2nd at 1:00 pm to learn more about West Michigan programs strategic direction and operational plan. The location is Olive Express Restaurant (134 Monroe Center St NW, Grand Rapids, MI 49503). I hope you will attend. Please let me know how I can better serve you in your time as a MiTiN member.

We look forward to seeing you at Olive Express Restaurant on Dec 2, 2006. And be sure to bring your business cards for a Drawing!!

If you have questions, contact Wafa Haddad: 616.261.3019
tigerwafa@yahoo.com



From the President

MiTIN at the ATA Conference

by Izumi Suzuki

The 47th ATA Conference was held in 2006 from November 1 to 4 in New Orleans. The first day of the conference started with the Welcome Reception in the evening (there had been a full-day pre-conference sessions) as usual. Thursday morning began with the Opening Session, where it was announced that the attendees numbered over 1,250. The conference was featured by some local TV stations: New Orleans needs this kind of big conference (like they used to have before Hurricane Katrina).

MiTIN's chapter table was located on the 4th floor of the Sheraton Hotel New Orleans (the conference site). We were close to the bulletin board on which new/cancelled programs were announced. Between educational sessions held on 3rd and 4th floors, many attendees dropped by and asked questions about MiTiN. We had a newly created banner, updated brochures and MiTiN T-shirts on the table. The table was manned by Miyako Okamoto, Izumi Suzuki, Steve Myers, Kemba N'Namdi and Bella Sherman. A former member stopped by (actually he was a president of the group from which MiTiN originated.), and signed up to become a member again. Our table looked very good!

If you have not been to an ATA annual conference, you must! It is lots of fun. You meet many, many people who have the same passion for languages. You learn a great deal by attending educational sessions (oh, and there are so many to choose from). You enjoy local food and atmosphere, and much more. The next conference will be in San

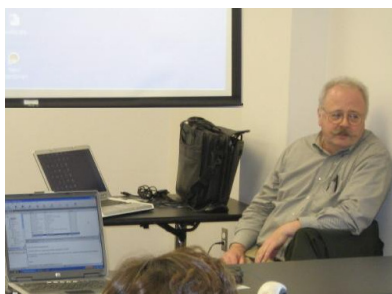
Francisco from October 31 to November 3, 2007. San Francisco is a popular site: last time we had a conference there, there were over 1700 attendees! If you have any questions on ATA conferences, please visit our web site www.mitinweb.net, and get a link to www.atanet.org and click on Conferences, or you can send me an e-mail at izumi.suzuki@suzukimyers.com.

November Event Report

A Short Report on MiTiN's November Forum

by Miyako Okamoto

MiTiN's November event, Translation Software and Computer Assistance Forum, was held on November 18th at the Farmington Hills Library. Translators who specialize in German, Japanese, Spanish, French, Czech, and/or Slovak came to this event. Kevin Fulton presented features and benefits of using software tools such as PowerDesk 6, Belarc Advisor, Startup Inspector, Calculator Plus, Corel[®] Paint Shop Pro X, and Microsoft Terminology, as well as his experiences in the latest version of Trados. These software were in CDs prepared by Kevin and offered for everybody to take home. Some of the attendees who brought laptop could browse through the software as they listened to Kevin's step-by-step presentation.



Let me briefly summarize the features of each tool for those who missed the opportunity.

PowerDesk 6 is similar to Windows Explorer in that it allows user to organize and manage files, but it provides more functions. For example, you can display contents of each file without opening it just like the Preview Pane in the Microsoft Outlook screen. PowerDesk allows you to customize your screen and make file management easier. You can purchase it online for \$60, but free trial is also available from http://www.v-com.com/product/PowerDesk_Free_Trial.html

Belarc Advisor is a freeware that tells you what software and hardware you have installed in your computer. The information is kept to your computer and will not be sent to anywhere. Free download is available from http://www.belarc.com/free_download.html

Startup Inspector is a tool that helps manage Windows[®] start up applications by listing all programs running at the startup time so the user can tell if they are necessary programs or unwanted spy wares. Free download is available from <http://www.windowsstartup.com/download.php>

Calculator Plus adds to regular Microsoft Calculator with conversions for temperature, currency, and many more measurement units. This is faster than visiting conversion websites. Free download link is provided <http://www.microsoft.com/globaldev/outreach/dnloads/calcplus.mspx>

Corel[®] Paint Shop Pro X is another convenient tool for translators. It allows you to edit and fine tune pictures including screenshot of a document as we saw in Kevin's example. Editable texts can be

added easily when you are to add comments. Selling price is slightly less than \$70.

http://www.paintshoppro.com/pspx_offer/index.html

Microsoft Terminology provides glossaries for users and developers in 45 different languages consolidated in one Excel spreadsheet. Free download is available from <http://www.microsoft.com/globaldev/tools/MILSGlossary.msp>

SDL Trados 7.5 can be upgraded from its previous version for about \$80. One of the added features is the ability to translate Word document in Tag Editor which is more stable compared to Word on Translators Workbench.

We learned a lot more from Kevin about the software he “could not live without.” Thank you, Kevin, for sharing your knowledge and entertaining our questions including very basic ones!!



The MiTiN Newsletter is published each month. If you see, hear, or know something interesting for the MiTiN members, please write and send it to the Editor, mafoothill@ameritech.net.

To the right is such contribution from an experienced translation project manager. Some of the list items can be used by translators as a tool for self evaluation.

Are you ready to look into the mirror?

10 Tips for Successful Project Management

by Barb Kuzdzal

1. Prepare and Plan the Project Thoroughly - Determine correct process and workflow; analyze and prepare materials for translation; make a schedule; and provide clear, detailed instructions to reduce errors.
2. Choose the Correct Resources - Choose based on skills, expertise, and previous experiences (quality and timeliness).
3. Plan/Think Ahead - Schedule resources in advance.
4. Provide Regular Feedback - Make it a regular habit, provide positive as well as negative feedback. Demand proofed, error-free translation, delivered on time.
5. Expect and Encourage Questions from Translators and Proofers - This is expected of good translators; it shows they are thinking about the work to be done.
6. Manage Terminology - Prepare terminology before translation, use existing glossaries, maintain consistency, update glossaries at the end of each project. Correct and consistent terminology is key to a successful translation project.
7. Prepare and Maintain Translation Memories Correctly - Always update after each project, be extremely careful not to mix TMs, when wrong information is entered, it is extremely costly to fix a TM.
8. Stay On-Time and On-Budget - Follow up often with the team to stay on track.

- 9 Have a File Management System in Place - As files are transferred back and forth, and many versions will be saved, it is important to track all versions from original to final. Set up a folder system.
- 10 Stay Organized!! - Successfully managing translations requires

attention to a lot of small details that determine quality and overall customer satisfaction.

*Barb Kuzdzal,
Operations Manager of Detroit
Translation Bureau (DTB)*



2006 MiTiN Board Members

- Izumi Suzuki, President**
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- Elke Kramer, Vice President**
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- Rachida Benamar, Treasurer**
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ANGEVI@sbcglobal.net
- Kemba N'Namdi, Secretary**
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2006 MiTiN Advisors

- Steve Myers, PR & Legal Advisor**
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- Izumi Suzuki, ATA Liaison**
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- Yvonne Krystman, Graphic Advisor**
519.254.3503
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Welcome New Members!

Mikhail Dunya:
Arabic

Hejazeen Rania:
Arabic

Osaine Reamer:
Spanish





MiTIN's 13th Annual General Meeting

**Saturday, January 27, 2007
1:00pm-3:30pm
Novi Public Library**

Agenda

1. Introduction of Board members
2. Greetings by President
3. Review 2006/ Activities for 2007
4. Treasurer's Report
5. Open discussion
6. Election of the new Board
7. Networking

If you cannot come to AGM, please fill out the following proxy and either mail to MiTiN at PO Box 852, Novi, MI 48376-0852 or fax to (248) 344-0092 before January 27th.

Proxy for MiTiN's 2007 AGM

I hereby constitute and appoint _____
to vote as my proxy at MiTiN's 2007 AGM on January 27th in Novi, and at any
adjournment (s) therefore, upon any question which may be brought before
such meeting, including the approval of the election of officers and directors.

Signature: _____ Date: _____

Print Name: _____