

# Computer Assisted Translation 1

## Introduction

The term **Computer-assisted translation** (CAT) refers to the use of computer software to support and facilitate the overall translation process, including non-translation related tasks, such as budgeting and scheduling. Therefore, tools are applied not only to the specific task of rendering a written message into another language, but also to the wide array of services needed to ensure the best result of the overall process, including: project management, technical writing, editing, proofreading, terminology management, quality assurance, IT support, and desktop publishing.

This course is designed as a conceptual and selective hands-on introduction to the tools knowledge translators and project managers need to successfully operate in the translation industry. We define discipline-specific concepts such as machine translation, translation memory, terminology management, database repository, corpus, automation, parsing, and extraction. We outline the milestones of the translation process --including source text assessment and preparation, glossarization, research, target text drafting, editing, proofreading, and formatting—and review the types of tools available in the market to help each step.

We also cover succinctly the use of non-translation tools, such as project management tools, workflow systems, content and multilingual content management tools, localization and internationalization tools, desktop publishing tools, quality assurance tools, and web-related technologies. Both the benefits and limitations of the different tools are discussed.

We discuss how to evaluate a translation project in terms of applicable tools, concentrating the discussion in translation memory tools. We also discuss how the different technologies impinge the business and linguistic aspects of a translation project, analyzing each project variable: cost, quality, time, scope, and risk. Finally, we also cover the roles and skills required of the different professionals involved: project managers, translators, editors, proofreaders, terminologists, and technical writers.

## Course Description

The main goal of this course is to introduce students with no special computer training prior to this course to some fundamental translation-specific computer skills required to work in the translation industry in the following areas: technical writing, technical translation, project management, editing, proofreading, terminology management, and QA. Upon successful course completion, students will be able to:

1. Understand, identify, and describe the milestones of the translation process and the tools available in the market to help each step, as well as when and why to apply them.
2. Understand, identify, and describe the variables of a translation project and how tools affect each project variable.
3. Understand and describe the role of the different professionals involved in the translation process and identify the tools that will help them the most with their tasks.
4. Understand the functions, purpose, and mechanisms of state-of-the-art tools and apply them successfully in the translation process.

### **Training Topics**

- Introductory concepts and definitions
- Basic technical skills for the translator.
- Project management in translation
- Translation memory tools
- Translation memory use
- Interface options and special formats
- Quality control and translation