Process to translate a document for the translation class:

Translator:

1. Open document (PDF, word, whatever) 20170230 E document.doc

2. Print document. You will be working off a printed copy at the ATA exam. This simulates exam conditions.

3. Create a new document in WordPad and start the translation. My recommendation was to make a preliminary outline of the document, and in further assignments I will make other suggestions.

4. Save the file as an RTF, naming it with the due date and a name that is relevant to the document's original name for tracking purposes. At the end, add your initials as a translator.
Like this: 20170230 E document HE.doc (HE: Helen Eby)

5. Send the translated document to your partner for review.

Reviewer:

6. Open the document in Word, and set up track changes and comments.

7. Use track changes to mark any necessary changes. Identify the type of mistake and the points you would assign each mistake with a comment. Don't fret over being overly precise. Some mistakes can fit more than one category, and you might have a different sensitivity scale than someone else. That is OK. the important thing is to not just correct because you are "in the mood" or have a "red ink quota."

8. Save the document and add your initials to the end of the document
Like this: 20170230 E document HE rvMCW.doc (MCW: Milena Calderari Waldron)

9. Send the document back to the translator.

Translator:

10. Save the reviewed document in Dropbox. If that doesn't work, email it to me. You can also just send me an email with the document if you didn't get it reviewed. That works too. Sometimes people are just busy! That will happen during the training...