

Contents

Foreword	vii
Preface	ix
Acknowledgements	xi
1. How to become a translator	1
<i>Literary or non-literary translator? Finding a "guardian angel".</i>	
<i>Starting out as a translator. Working as a staff translator.</i>	
<i>Working as a freelancer. What's the difference between a translation company and a translation agency?</i>	
<i>Working directly with clients. Test translations.</i>	
2. Bilingualism - the myths and the truth	12
<i>Target and source languages. Target language deprivation.</i>	
<i>Localisation</i>	
3. Your working environment and the tools of the trade	18
<i>Your working environment. Buying equipment and consumables.</i>	
<i>What does it all cost? Purchasing your initial equipment.</i>	
<i>Conversion between systems and software programs.</i>	
4. Sources of reference, data retrieval and file management	36
<i>Standards. Compiling glossaries. Product literature.</i>	
<i>Storing reference material. Database applications.</i>	
<i>Production records.</i>	
5. Quality control and accountability	48
<i>What is the translation intended for? Quality control operations.</i>	
<i>Deadlines. Translation reports.</i>	

CONTENTS

6. Presentation and delivery of translations	62
<i>Thou shalt not use the spacebar! Setting up columns. Macros. Desk top publishing. Compatibility between different PC packages. Getting the translation to the client.</i>	
7. Running your own translation business	74
<i>Registering a business. Setting up a budget. Working from home. How to charge for your work. Accounts. Taxation. Pensions. Dealing with salesmen. Advertising. Holidays. Safety nets. Promoting yourself.</i>	
8. What to do if things go wrong	86
<i>Preventive measures. Equipment insurance. Equipment maintenance. Indemnity insurance. Arbitration. Clients who have poor payment discipline or who become insolvent. Dealing with client disputes.</i>	
9. Professional organisations for translators in the UK	104
<i>The Institute of Linguists. The Institute of Translation and Interpreting. The Translators Association.</i>	
10. Glossary of terms	116
11. Software packages	125
Appendix	131
Useful addresses	
Suggest further reading	
References	
ASCII standard and extended codes	
Marking up texts when proof-reading and editing	
Index	143