

## Annex 3: Examples of documentation resources and technological resources (levels A & B)

Hurtado Albir, Amparo & Rodríguez-Inés, Patricia. "6. Annexes of examples". In Hurtado Albir, Amparo & Rodríguez-Inés, Patricia (2023) *Third NACT proposal*.

<b>EXAMPLES OF DOCUMENTATION RESOURCES AND TECHNOLOGICAL RESOURCES</b>
<b>TRANSLATION LEVEL B2</b>
(Same as B1)
<b>TRANSLATION LEVEL B1</b>
<p>Specialized documentation resources and advanced technological resources:</p> <ul style="list-style-type: none"> <li>▪ Dictionaries, glossaries and databases for specialized areas (legal, technical, etc.).</li> <li>▪ Specialized repositories; professional and specialized forums and blogs; consultation with translators and professionals from other fields of knowledge; programs for creating concept maps or semantic networks, etc.</li> <li>▪ Specialized online search engines. Functions: refining a search by restricting criteria, using a search engine's cache, etc.</li> <li>▪ Specialized corpora. Functions: creating lists of terms, creating corpora, etc.</li> <li>▪ Computer-assisted translation resources. Functions: creating a translation project, importing and exporting translation memories, analysing a text, pre-translating a text, propagating translations from a memory, using a program's revision tools, creating terminology databases, etc.</li> <li>▪ Text alignment resources. Functions: defining segmentation level, aligning documents, exporting alignments, creating a translation memory from alignments, etc.</li> <li>▪ Accounting and budgeting resources. Functions: creating customer records, creating quotes and invoices, organizing invoices, recording taxes on goods and services, tracking invoices issued, etc.</li> <li>▪ Technological resources for communication and promotion for service provision. Functions: creating and managing a profile on social networks for translators.</li> </ul>
<b>TRANSLATION LEVEL A2</b>
<p>General documentation resources and basic technological resources:</p> <ul style="list-style-type: none"> <li>▪ Historical and etymological dictionaries, dictionaries of neologisms, dictionaries of slang and colloquialisms, etc.</li> <li>▪ Machine translation systems.</li> </ul>
<b>TRANSLATION LEVEL A1</b>
<p>General documentation resources and basic technological resources:</p>

- Monolingual and bilingual dictionaries, thesauruses, collocation dictionaries, dictionaries of difficulties; grammars; style guides; encyclopaedias; general directories; text repositories; parallel texts; collocation search engines; forums; blogs; mailing lists; online proofreading tools; etc.
- General online search engines. Functions: performing a query, refining a search (by file type, domain, etc.).
- General corpora. Functions: extracting word lists and concordances; searching for collocations, etc.
- Text processors. Functions: formatting a document; using search and replace functions; using spellcheckers and grammar checkers; using design and view options; applying styles; using revision tools; comparing documents; customizing toolbars; creating macros; creating tables of contents, headers, cross-references, etc.
- Messaging programs. Functions: creating folders, creating filters, tracking emails, organizing emails by conversation thread, creating rules for junk mail, sending large files, etc.
- File sharing and conversion resources. Functions: converting a file to another format, sending a large file, preparing a document for character recognition, exporting a converted document, editing a converted document, etc.