

www.AQText.com

Translation and Writing Resources

1. Translating with Google – (beware of privacy issues)

- One step Office document translation (preserves layout)
www.onlinedoctranslator.com
- Google Translator Toolkit - CAT tool_ -
<http://translate.google.com/toolkit/>

2. Ergonomics

- Proper equipment (ergonomic keyboard)
- Good posture

3. Shortcuts and HotKeys

www.Qliner.com – HotKey management

Windows

- Win + W/O/S/I/Space (Word, Outlook, Excel, Explorer, Documents)
- Alt+tab or Win + Tab – flip through windows
- Win for Start menu
- Win+E – Windows Explorer

Office

- Alt – shows letters for shortcuts
- Format - Ctrl+B, I, U, Space (bold, Italics, underline, remove formatting)
- Justify - Ctrl+E, R, L
- Ctrl+C, Ctrl+X, Ctrl+V (copy, cut, paste)
- Ctrl+Z, Ctrl+Y (until, redo)
- Ctrl+O, Ctrl+N, Ctrl+W, Ctrl+S, Ctrl+P (open, new, closes, save, print)
- Ctrl+F, (find)

4. Speech recognition

- Dragon Naturally Speaking (compatibility issues)
- Windows Vista/7 speech recognition

5. Text to speech for editing

ReadPlease2003 – www.readplease.com \$50

NaturalReader – Free with MS voice or \$50 with 2 AT&T voices

VoiceReader – \$50 - <http://smartlinkcorp.com/>

Verbose – www.nch.com.au/ (\$20 after downloading trial version)

6. Miscellaneous tools

Password management - www.lastpass.com

File search - Everything (www.voidtools.com) or Windows desktop search

Backup - Dropbox - <https://www.dropbox.com/referrals/NTM2MTE4MDY5>