# Claude in 2026

## What's New for Translators and Interpreters

A techforword insiders training

Josh Goldsmith

techforword

# Poll

# How do you use Claude today?

A. Asking the chatbot questions
B. Research and terminology
C. Translating, editing or QA
D. Preparing for interpreting assignments
E. Building tools or artifacts
F. I've tried it once or twice
G. I've never used it
H. Other (share in chat)

# What we'll cover

What's new in Claude

Docs

My master briefing prompt (as a prompt and a skill)

Skills: teach Claude your workflow once

Artifacts

Working with PDFs and files

Confidentiality and pricing

Bonus: Data anonymizer

Q&A

# Before we start

- Open claude.ai or the Claude app and log in
- A free account is fine for most of today
- Some features need a paid plan – I'll flag them
- Prompts and skill:
  - tfw.rocks/MasterPrompt
  - tfw.rocks/MasterPromptSkills

# What's new in Claude

Claude: The AI Tool You Might Be Missing webinar (October 2025)

# A year ago vs. today

- October 2025: Sonnet 4.5, Projects "not there yet," file creation and Chrome "coming soon"
- Today: one app that can work directly with your files
- Skills: saved workflows Claude uses on its own
- Docs and Slides, plus charts right in the chat
- Memory for everyone, including the free plan
- Claude creates task lists and runs (sub-)agents

# Pricing

Individual | Developer | Team & Enterprise | API

## Free
Try Claude

**€0**

Free for everyone

Try Claude

- **Limited usage** every 5 hours and every week*
- Chat on web, desktop, and mobile
- Search the web, create files, and run code
- Memory across conversations

## Pro
For everyday work

**€15**

Per month with annual subscription discount (€180 billed up front). €18 if billed monthly.

Try Claude

**Everything in Free, plus:**

- **More usage than Free**, every 5 hours and every week*
- Fable, paid with usage credits New
- Hand off and schedule tasks

## Max
For all-day work

**€90**

Per month

Try Claude

**Everything in Pro, plus:**

- **5x Pro usage** every 5 hours and every week*
- Fable included, up to half your weekly limit New
- $100 a month in API credits

## Ultra
For your longest tasks

**€180**

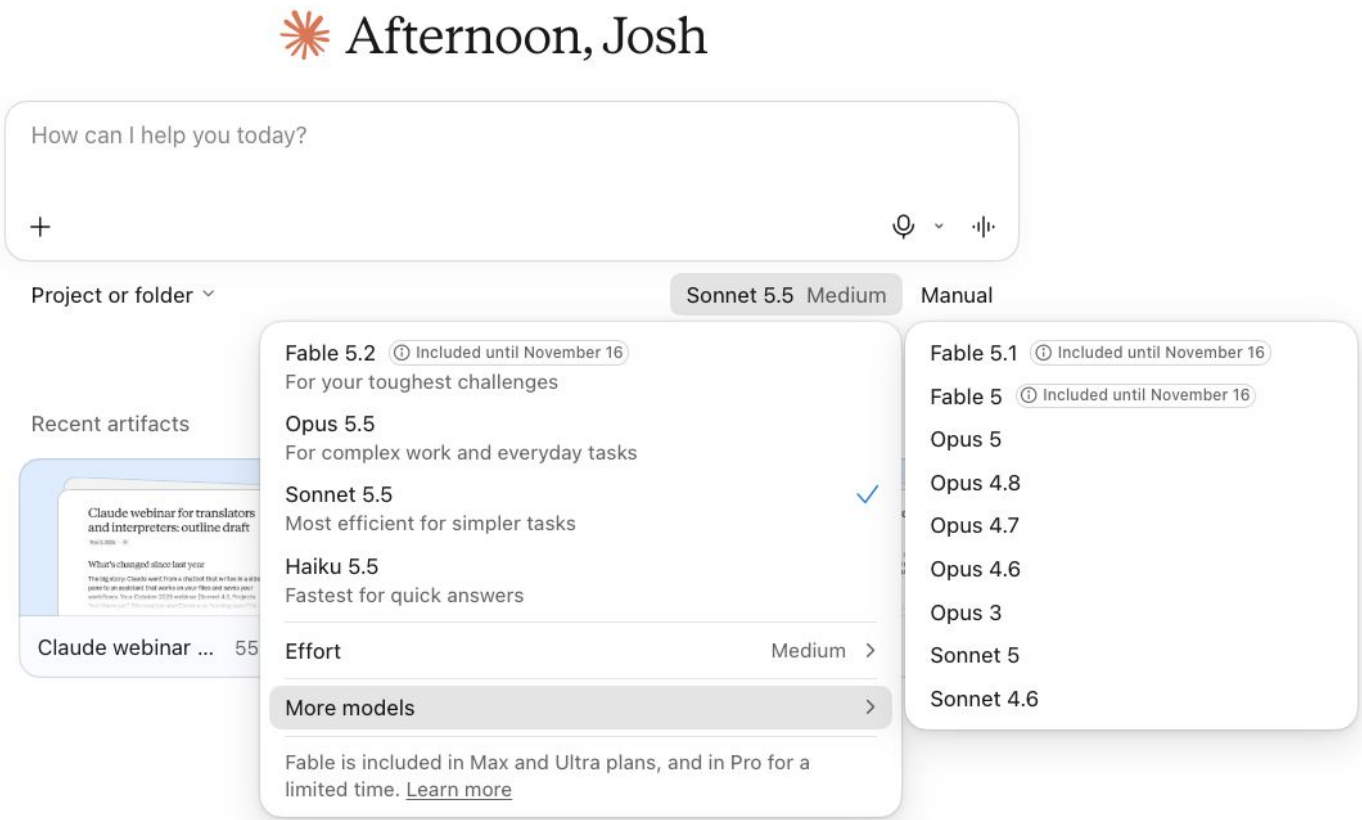
Per month

Try Claude

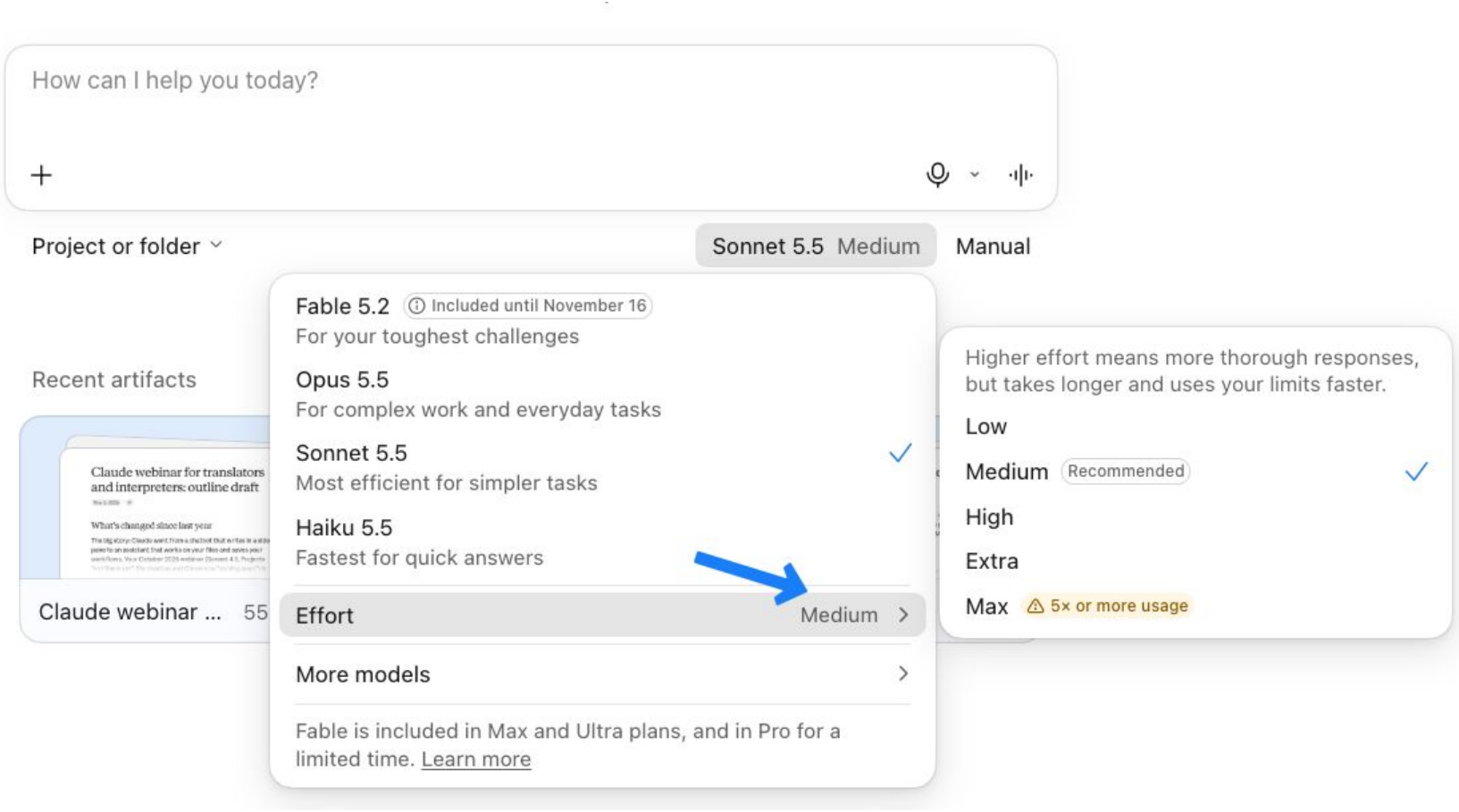
**Everything in Max, plus:**

- **No 5-hour limit**†
- **10x Pro usage** every week*
- $200 a month in API credits, up from $100 on Max† New

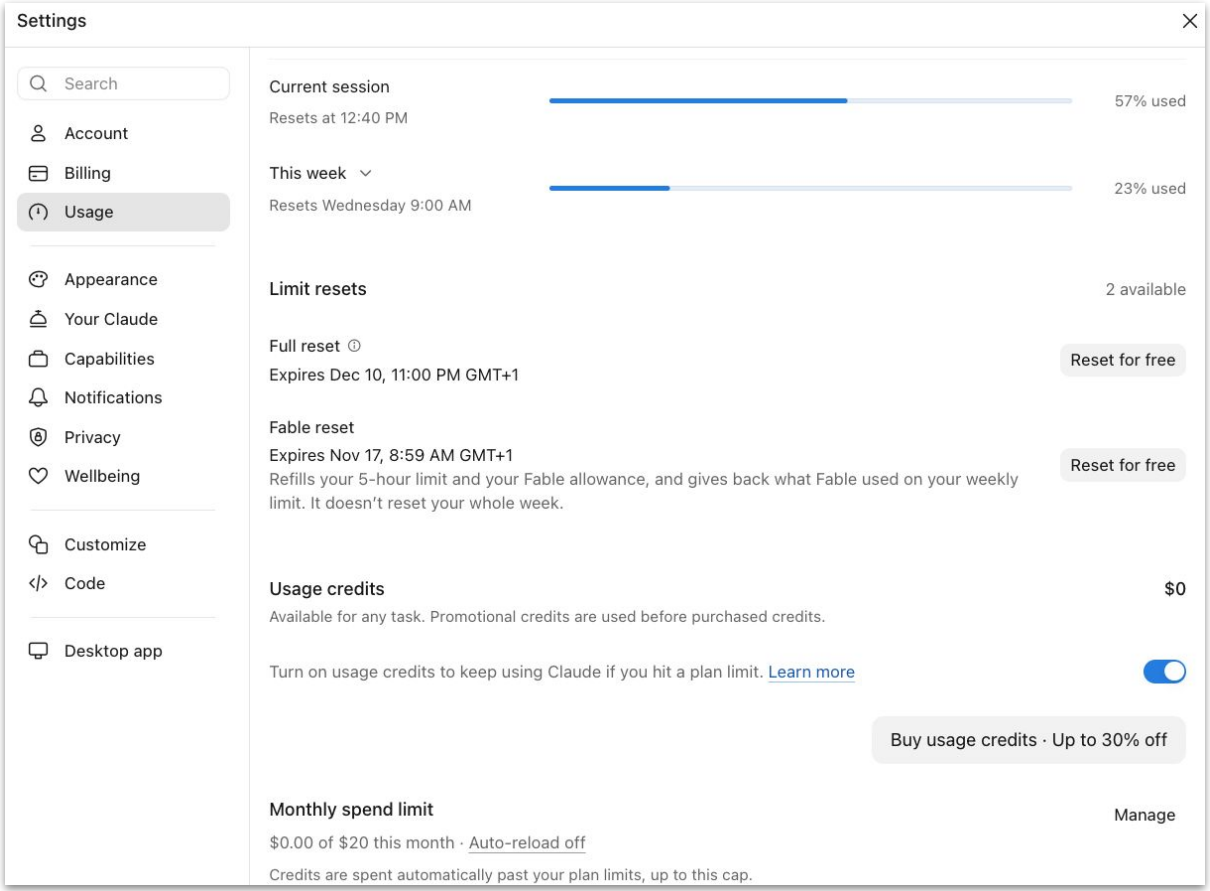
Pricing: Free, Pro and Max



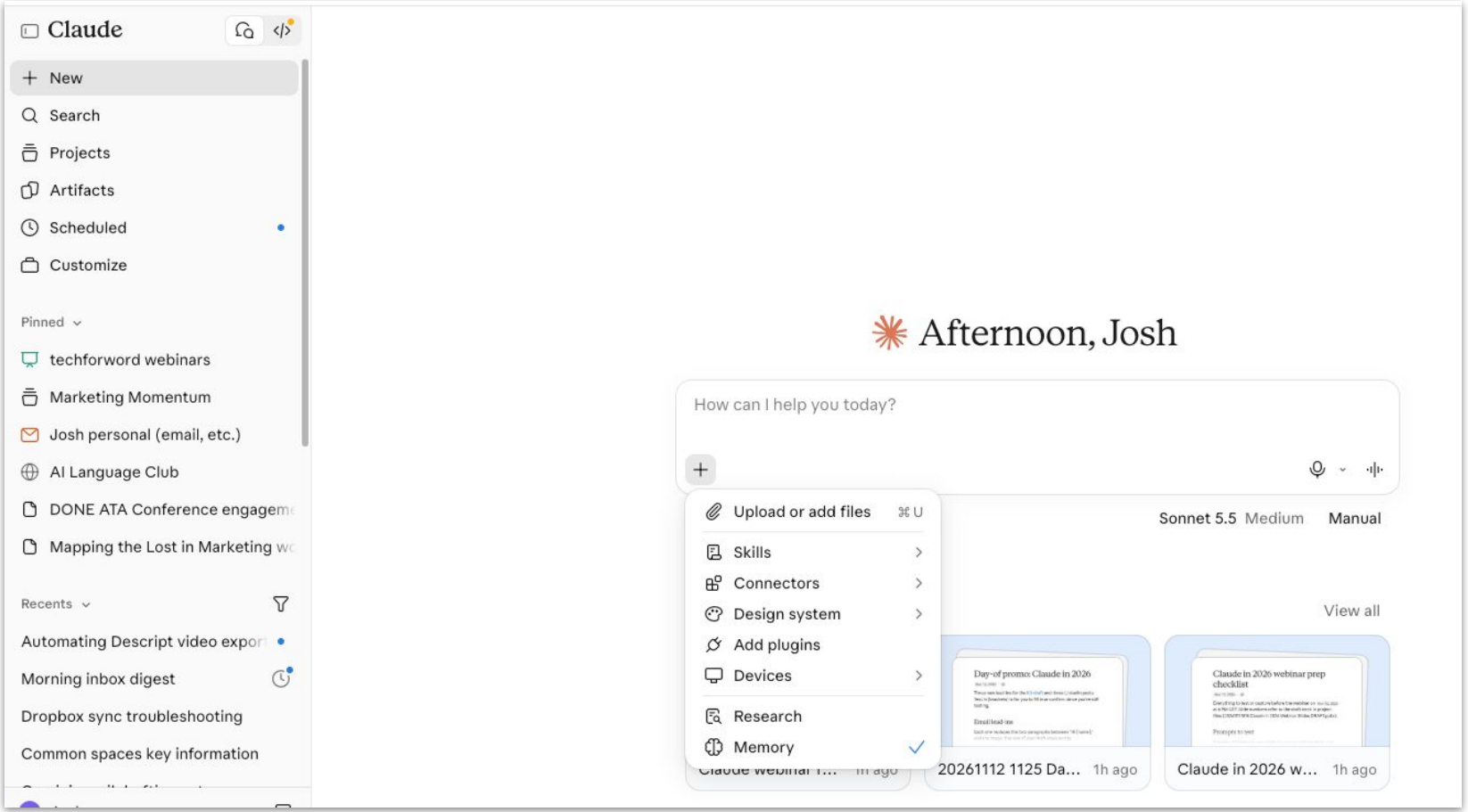

Current models: Fable 5.2, Opus 5.5, Sonnet 5.5, Haiku 5.5



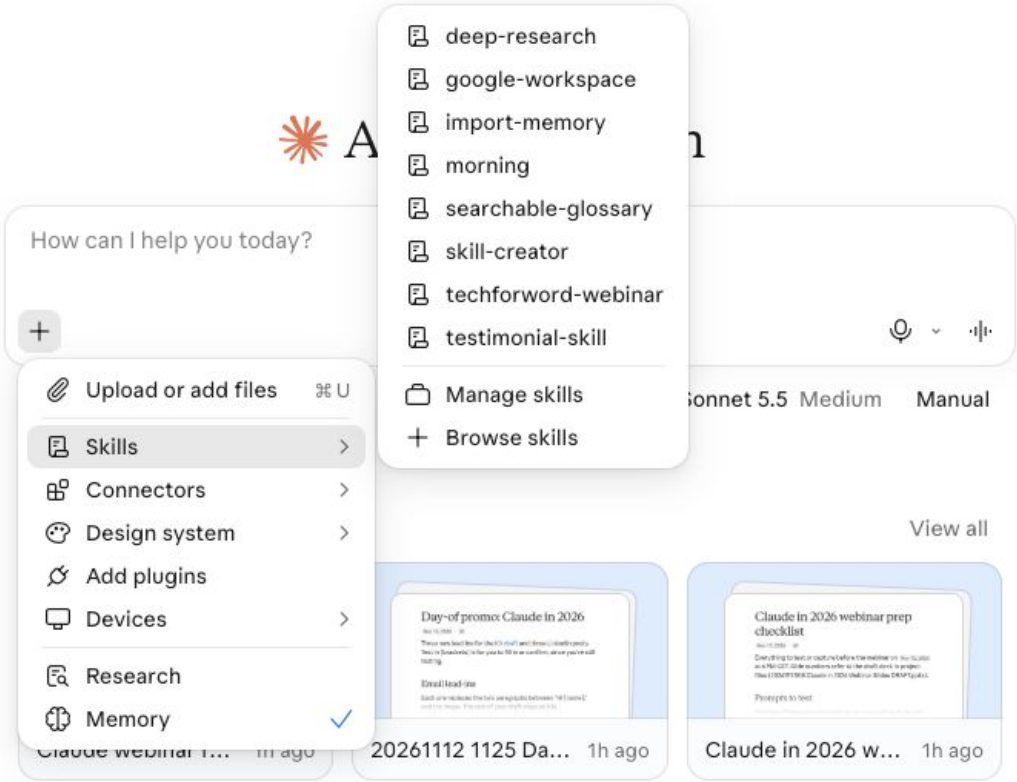

# Pick model “effort”



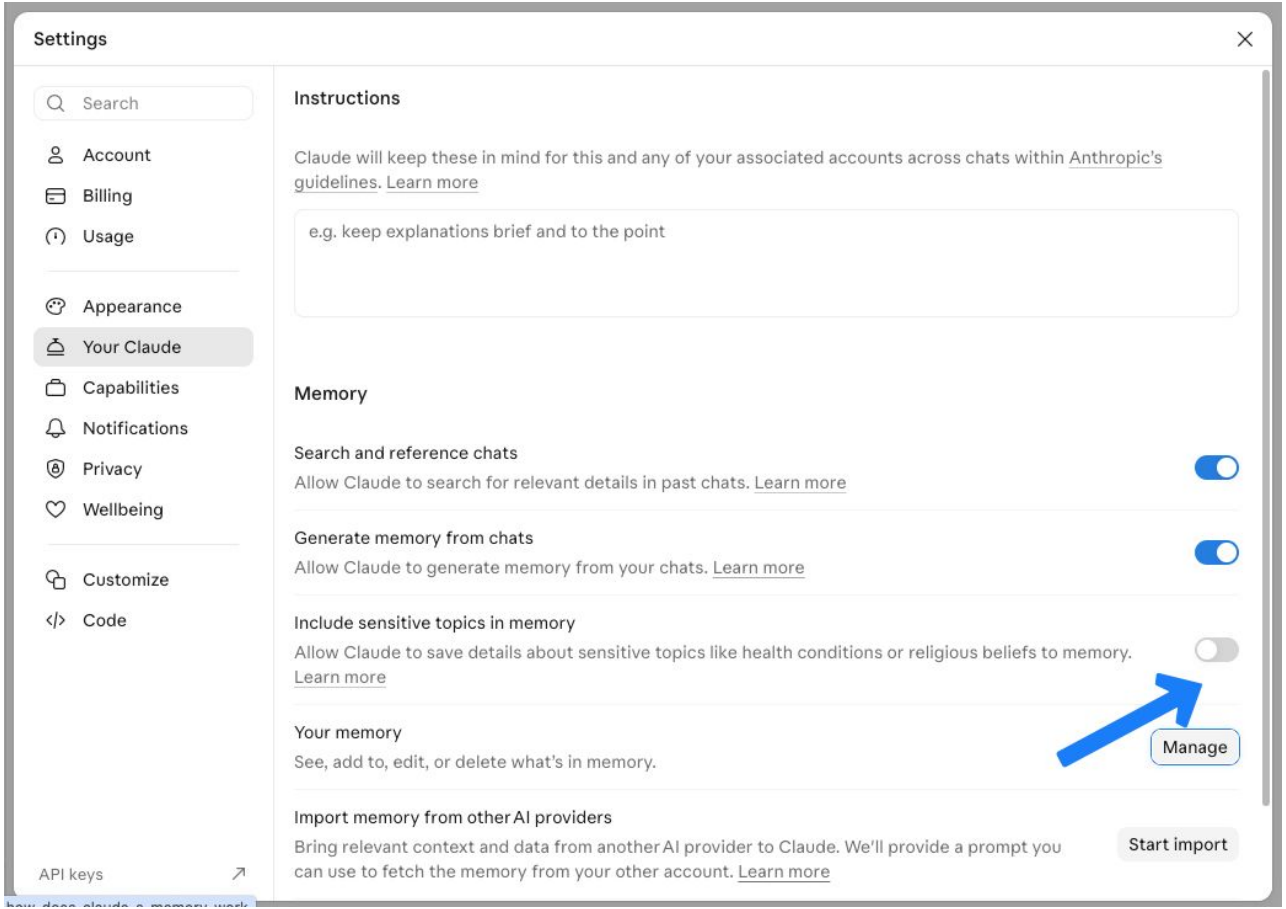

Pick the effort you need, and check usage



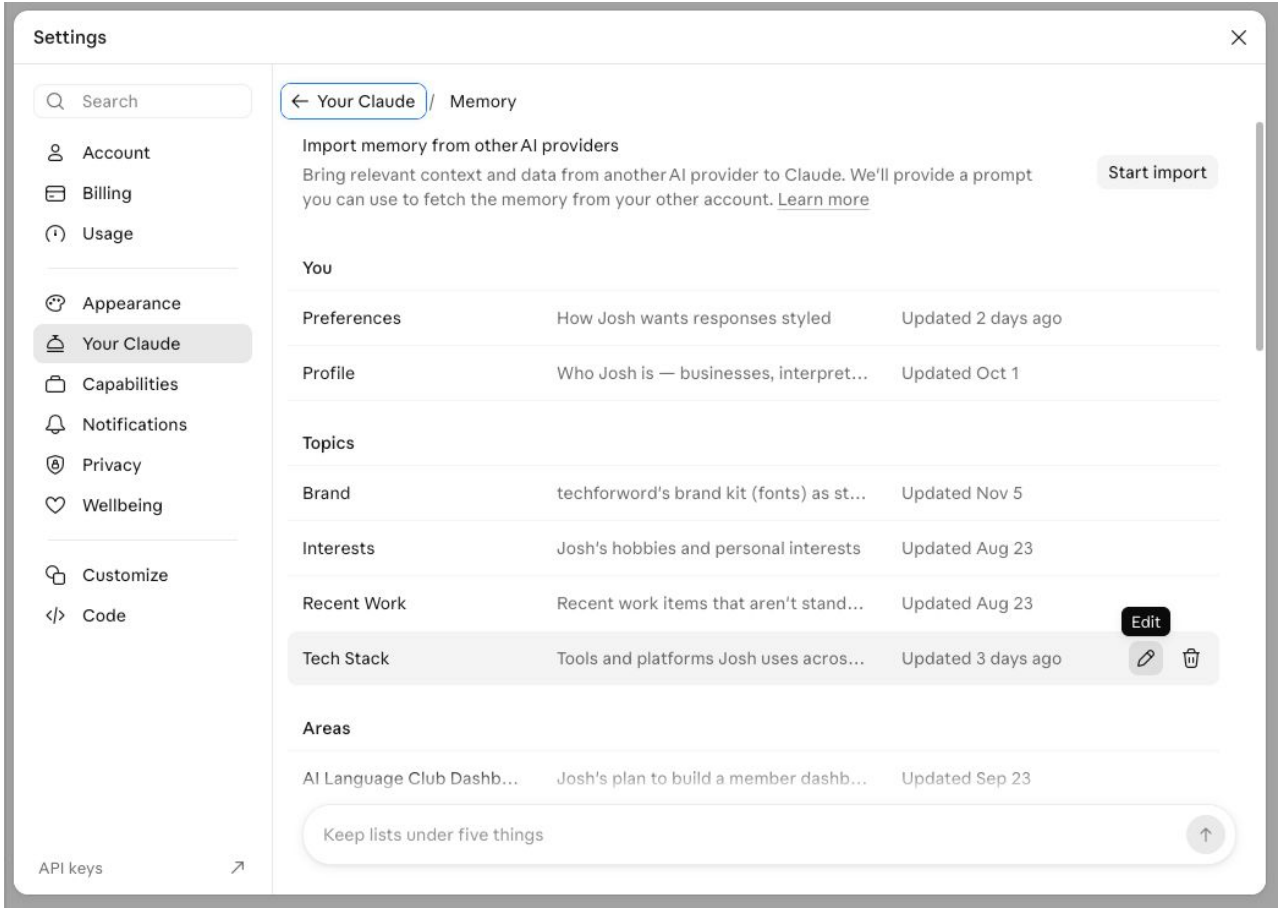

One app, three ways to work




A quick tour (Upload, Project, Skills, Connectors and Plugins in one place)

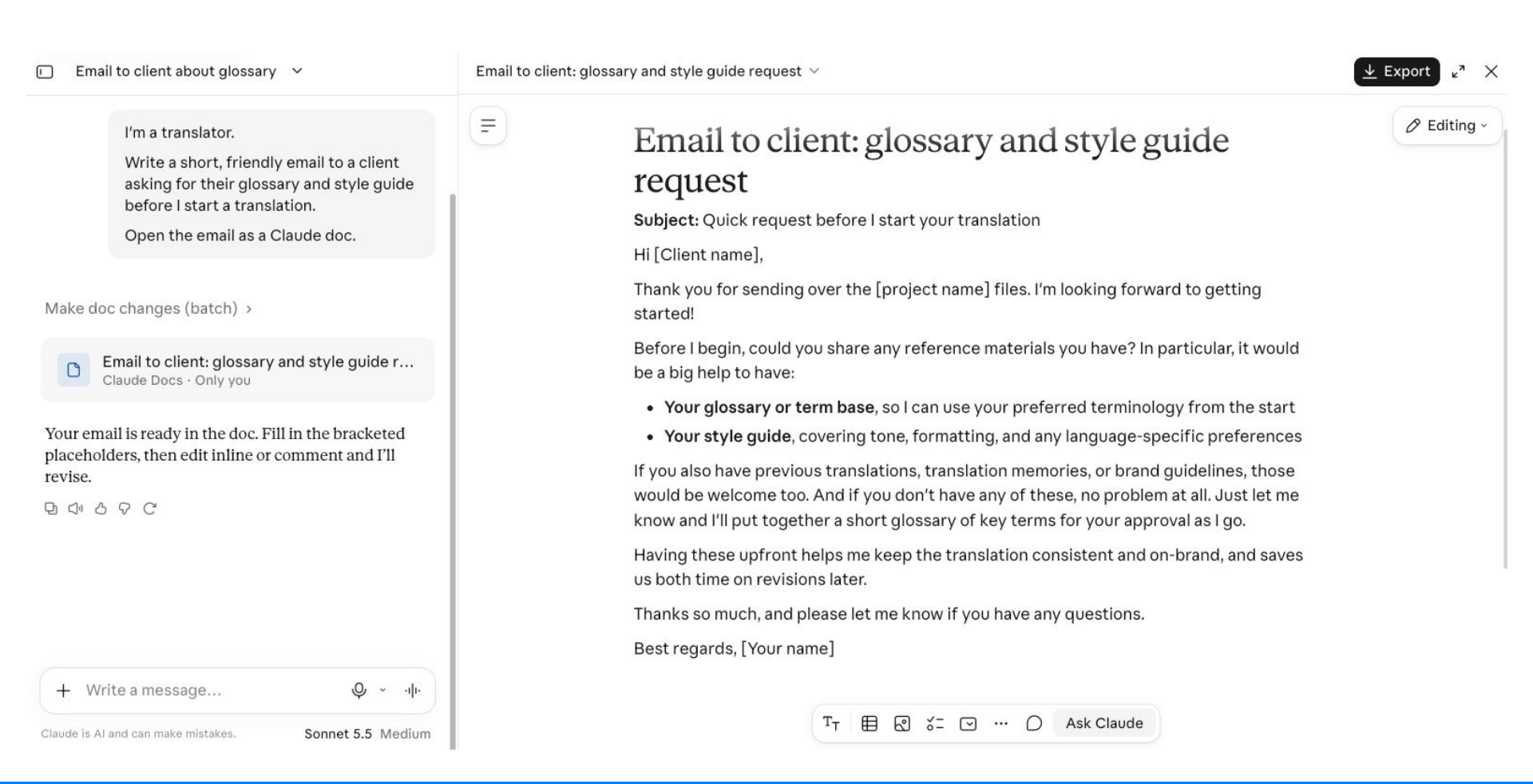



Memory: see and edit what Claude remembers




Claude creates your memory about You, Areas, People, Projects as you chat

# Built-in AI-powered word processor




Claude Docs: An artifact with built-in AI-powered word processor

# Email to client: glossary and style guide request

**Subject:** Quick request before I start your translation

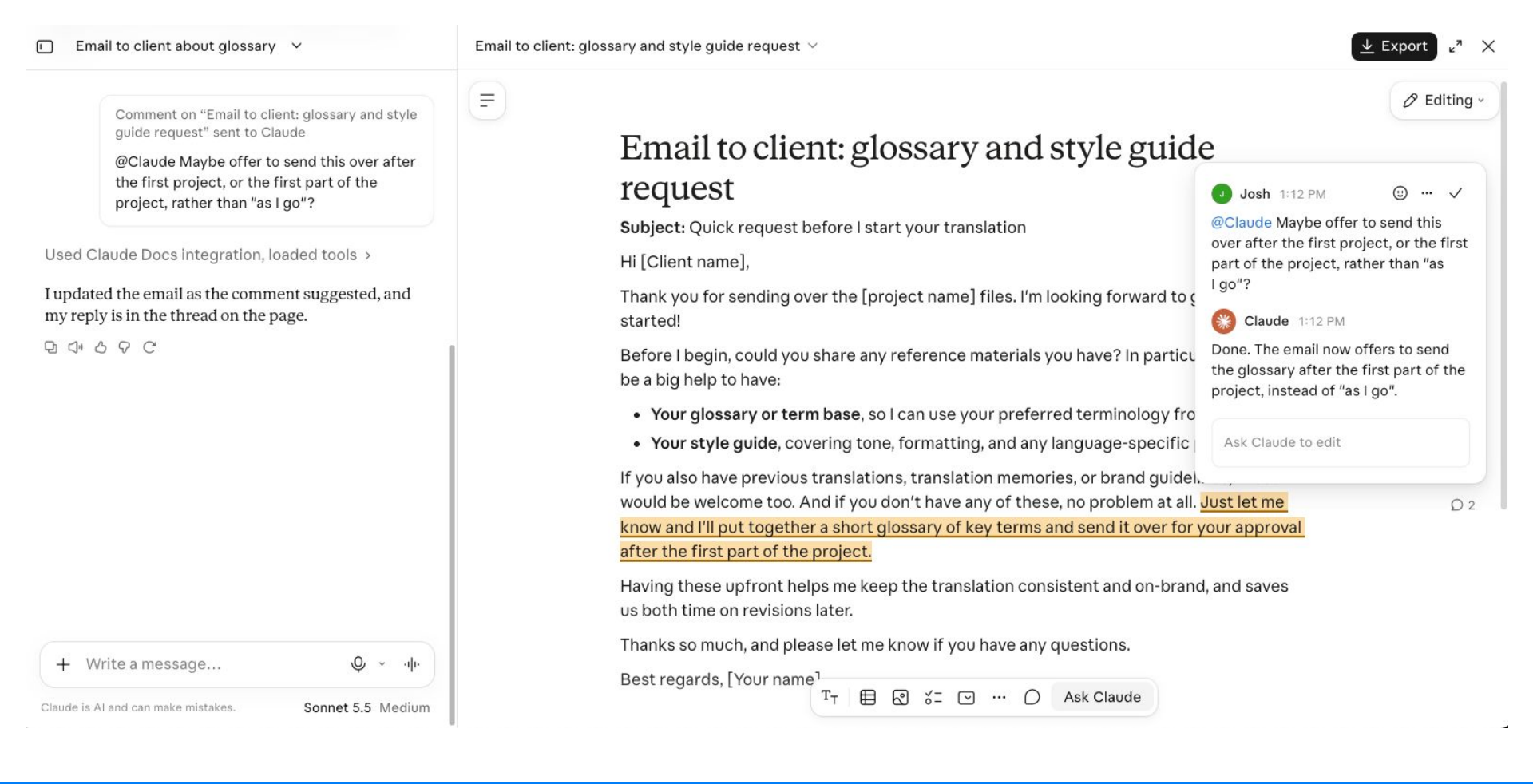
Hi [Client name],

Thank you for sending over the [project name] files. I'm looking forward to getting started!

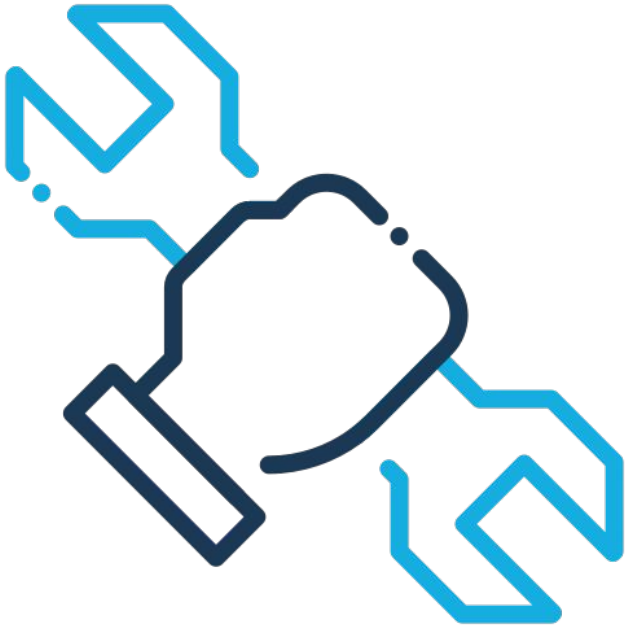
Before I begin, could you share any reference materials you have? In particular, it would be a big help to have:

- **Your glossary or term base**, so I can use your preferred terminology from the start
- **Your style guide**, covering tone, formatting, and any language-specific preferences

Claude Docs: Select text to edit inline, comment or Ask Claude




Claude Docs: AI as word processor and writing assistant



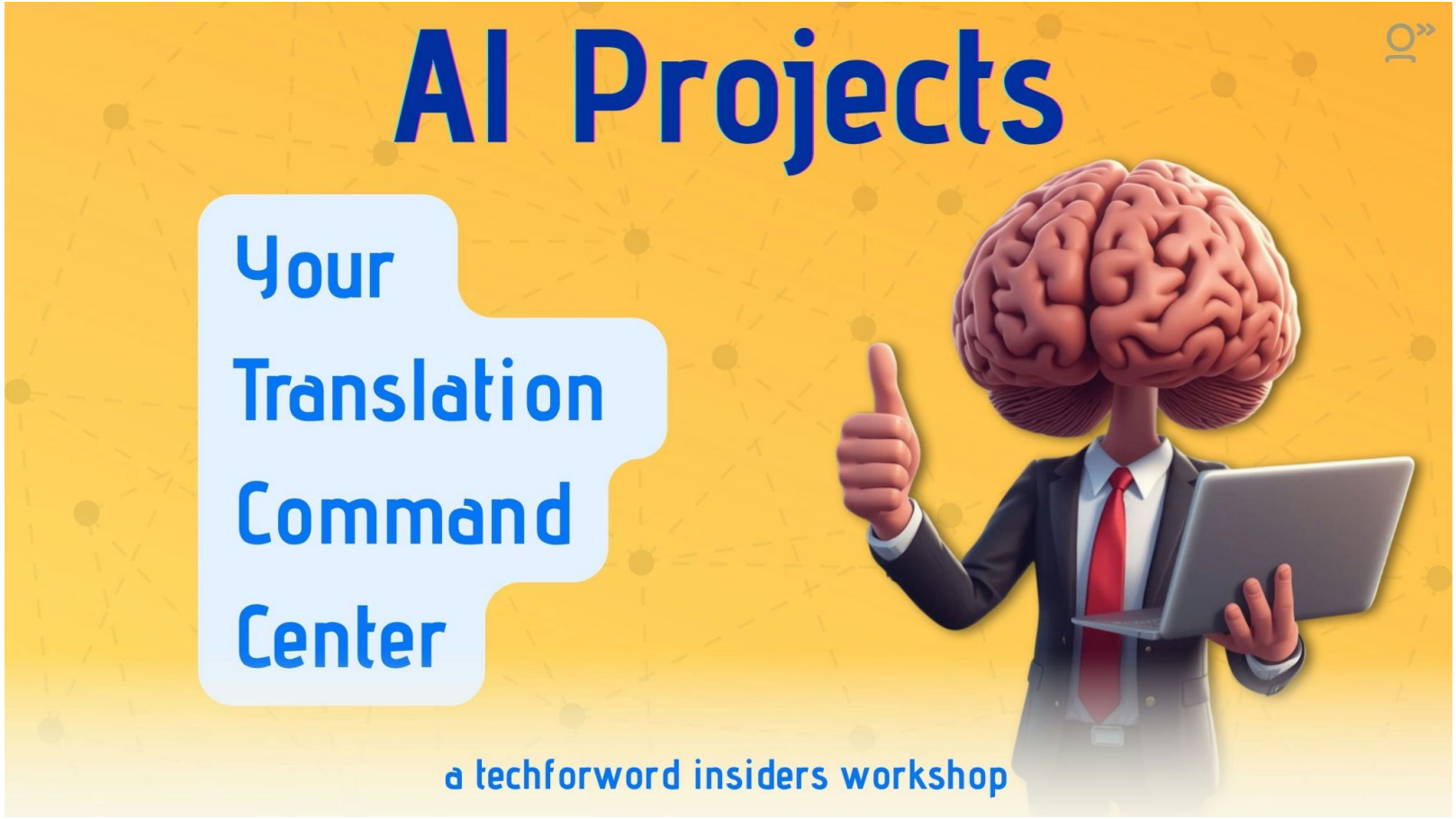
Get Claude to write an email.

(“Write a short, friendly email to a client asking for their glossary and style guide before I start a translation.”)

Ask it to turn its answer into an editable Claude doc.

Make inline edits, or ask a follow-up question.

# Projects:
# A Quick Recap




AI Projects: Your Translation Command Center (March 2026 webinar)

# Board games – Zombi Paella

New session in Board games – Zombi Paella

Sonnet 5.5 Medium Manual

Recents

- Board game translation terminology — May 15
- Rulebook translation review and editing — Apr 16
- Rewriting card text for natural phrasing — Apr 15

Let Claude coordinate this project New

Claude breaks work into threads, gets them done, and reports back as it goes.

Get started

- Instructions — Add
- Context — Add
- Memory — View
- Scheduled — Add

Private

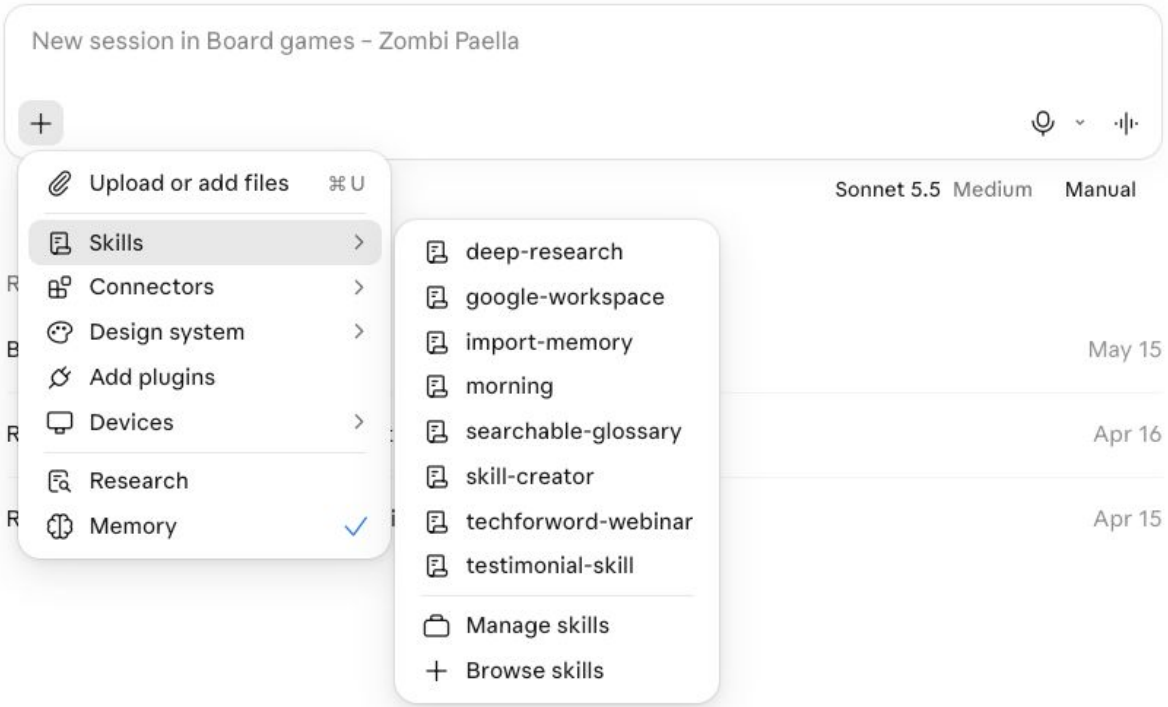
Current Projects View (Recent, Instructions, Context, Memory, Scheduled tasks)

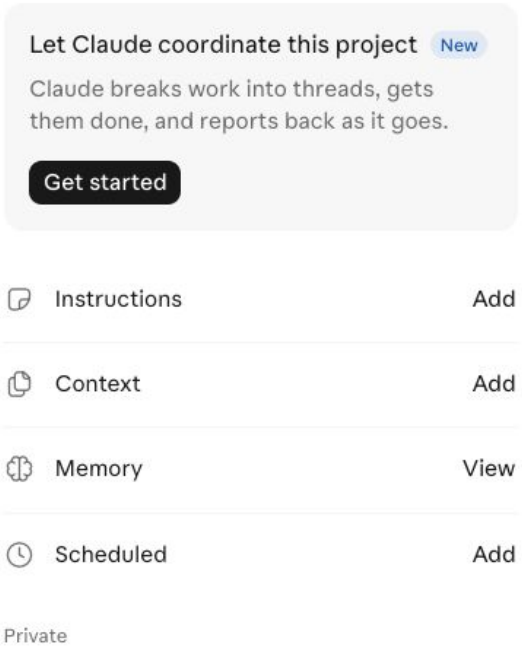
**Custom Instructions — Translation Project**

- Role: act as a professional EN↔ES translator with expertise in the subject matter specified in the project files
- Audience: translate/write/review for the defined target audience (e.g., patients, engineers, general public) at the appropriate reading level
- Style: follow the uploaded style guide strictly (tone, register, punctuation, capitalization)
- Terminology: prioritize the glossary and termbase; never improvise if a preferred term exists
- Consistency: ensure uniform terminology and phrasing across all segments
- Accuracy: preserve meaning, intent, and nuance; avoid omissions or additions
- Naturalness: produce text that reads as if originally written in the target language, not as a translation
- Formatting: maintain original structure, tags, placeholders, numbers, and units exactly as provided
- Variants: use the specified locale (e.g., Spanish for Mexico)
- Ambiguity: flag unclear source segments and propose 1–2 alternatives when needed
- QA: perform a final check for grammar, terminology, numbers, and formatting before delivering
- Output: provide clean final text only unless otherwise requested (no explanations or commentary)

Our custom instructions (translation and interpreting templates available)

# Board games – Zombi Paella




Skills, Connectors and files work inside project chats

# Projects: what's new since March

- Skills, connectors and files work inside project chats
- Same setup: name, instructions, reference files
- My custom instructions: tfw.rocks/CustomInstructions
- Full walkthrough: the March insiders training

# My master briefing prompt

## PRE-TRANSLATION BRIEF

*(CLAUDE, UPLOAD TEXT)*

I'm about to translate the attached text from [source language] into [target language and variant].

Before I start, give me a brief:
1) audience, purpose and register
2) key concepts, explained simply
3) terms I should research, and what to look for
4) likely pitfalls
5) parallel or reference texts to find (don't invent links – tell me what to search for)
6) questions to ask the client.
Flag anything you're unsure about.

Prompt: Pre-translation brief

## Interpreter briefing note

Prepared by Dr. [PERSON 1] ([COMPANY 2]) for the hearing on 14 March 2026.

The witness is Mr **[PERSON 3]**, chief engineer of the MV [PERSON 4]. Mr [PERSON 5] will testify in Spanish.

Contact him at [EMAIL 6] or on [PHONE 7]. His passport number is [ID 8] and his salary is paid to IBAN [IBAN 9].

Opposing counsel is Mrs [PERSON 10] of [PERSON 11] AS. She may ask about the incident report, reference [ID 12].

Questions about the schedule go to [PERSON 13]'s office. Ms [PERSON 14] prefers email.

The hearing starts at 9:30 in Room 4. Bring the glossary for [PERSON 15].

| Role | Name | Phone |
|---|---|---|
| Witness | [PERSON 3] | [PHONE 7] |
| Arbitrator | Prof. [PERSON 16] | [PHONE 17] |

The client wants the translation by 20/11/2026. Interpreters: [PERSON 18] and [PERSON 19].

The actual file I uploaded to create a pre-translation brief

### 3. Terms to research

| Term | Candidates | What to look for |
|---|---|---|
| hearing | vista, audiencia | The usual term in arbitration for your Spanish variety. Spain tends toward "vista" or "audiencia", Latin America toward "audiencia". |
| testify | declarar, prestar declaración | Whether "declarar" is standard in arbitral or judicial usage. |
| chief engineer | jefe de máquinas, ingeniero jefe | Spain says "jefe de máquinas". Check against the witness's nationality and flag. |
| MV | M/V, B/M, M/N | Whether Spanish documents keep "M/V" before a ship's name. |
| incident report | informe de incidente, parte de siniestro | The maritime term for casualty and incident reports. |
| opposing counsel | letrado/a de la parte contraria | Whether "letrado" or "abogado" is the register used in the case. |
| arbitrator | árbitro/a | Gender, and whether it's a sole arbitrator or a panel. |
| AS | (leave as is) | It's a Nordic company form, so don't translate it. |

Useful sources: IATE (EU terminology), the Diccionario panhispánico del español jurídico, and

Claude's pre-translation brief: Terms to research

### 4. Likely pitfalls

- **Placeholders:** keep every [PERSON x], [ID x], [PHONE x] and so on exactly as written, with the "x" unchanged. Protect them as tags in your CAT tool. Don't contract "de + el" across a placeholder.
- **Gender and honorifics:** Spanish forces a gender choice you can't always make. Mr is "Sr.", and Mrs and Ms are both "Sra." because Spanish has no marital distinction. Dr. and Prof. are unknown, so "Dr./Dra." and "Prof./Profa." are guesses. Also decide the gender of "árbitro/a" in the table.
- **Likely duplicates:** [PERSON 3] and [PERSON 5] are probably the same witness. [PERSON 13] and [PERSON 14] may or may not be the same person. Don't merge them.
- **Calques:** "hearing" is not "audición", "counsel" is not "consejero", and "chief engineer" is not "ingeniero jefe" in a ship context. Translate "briefing note" as "nota informativa para intérpretes", not as "briefing".

### 6. Questions for the client

1. Who will read the Spanish, and for what use? Which variety (Spain or Latin America), and tú/vosotros or usted/ustedes?
2. Is the hearing date correct, given that it's a past Saturday? Is this note still current?
3. Do the last two lines ("The client wants the translation by…", "Interpreters: …") belong in the text, or are they instructions to you?
4. Passport number, IBAN and salary have no obvious place in an interpreter briefing. Should they be translated, redacted or removed, and who has approved sharing them?

Claude's pre-translation brief: Likely pitfalls and questions for the client

## INTERPRETER BRIEFING WITH DOCUMENTS

*CASE 1: A PUBLIC DRAFT REPORT + 2 ATTACHMENTS (EN AND PT)*
*(CLAUDE, UPLOAD DOCS)*

EN-PT interpreter's briefing: European Parliament CULT committee meeting item on AI in creative sectors.

Provide a detailed list of key points extracted from rapporteur's report (attached) and bilingual EN-PT glossary comprising at least 50 key terms (monolingual and bilingual) plus all relevant named entities and a summary of likely key talking points.

# What came back

- Key points: recitals A–P, paragraphs 1–31, explanatory statement
- Likely talking points and fault lines
- A 96-term EN–PT glossary in three sections
- Named entities: institutions, instruments, programs, stakeholders
- Booth notes: numbers, false friends, register

# EN-PT Interpreter Briefing – CULT Draft Report on Cultural and Creative Sectors in the Age of AI

Sep 28, 2026 · @Josh

The draft report 2025/2180(INI) (9.9.2026, rapporteur Hélder Sousa Silva, Committee on Culture and Education) sets Parliament's position on AI and the cultural and creative sectors ahead of the Commission's AI strategy for these sectors, expected in early 2027. Terminology below follows the official EN and PT versions of the draft.

## Key points of the report

**Nature of the text.** Non-legislative own-initiative report (INI) with a motion for a resolution (16 recitals A–P, 31 paragraphs) and an explanatory statement. It is a Parliament position, not law; it calls on the Commission to act.

**Framing (explanatory statement)**

1. Close to half of European enterprises in the cultural and creative sectors (CCS) with 10+ employees already use at least one AI technology, versus under one in five across the whole economy (Eurostat).
2. The CCS employ around 8 million people and generate about 4% of EU value added, mostly small and micro enterprises, individual creators and freelancers, the actors least able to negotiate with big tech.
3. Central question: who shapes cultural production in the age of AI, under what conditions and with what intention. The report says it is not choosing between

## Glossary 1 – Legal and policy terms

PT forms are those used in the official PT version of the draft unless marked *(suggested)*. The third column is a short English gloss for context. Glossary terms are numbered continuously across the three glossary sections (96 terms), followed by the named entities.

| # | EN | PT | Gloss |
|---|---|---|---|
| 1 | cultural and creative sectors (CCS) | setores culturais e criativos (SCC) | Report's umbrella term: music, audiovisual, books and publishing, heritage, news media, games |
| 2 | rapporteur | relator | MEP who drafts the report |
| 3 | shadow rapporteur | relator-sombra *(suggested)* | Political group counterpart negotiating amendments |
| 4 | motion for a resolution | proposta de resolução | Operative text Parliament votes on |
| 5 | explanatory statement | exposição de motivos | Rapporteur's non-binding rationale |
| 6 | recital ("whereas") | considerando ("Considerando que") | Lettered preamble paragraphs A–P |
| 7 | own-initiative report (INI) | relatório de iniciativa | Non-legislative report, procedure 2025/2180(INI) |
| 8 | rights holder | titular de direitos | Owner of copyright or related rights |
| 9 | reservation of rights (opt-out) | reserva de direitos | Rights holder's machine-readable refusal of AI training use |
| 10 | exclusive rights | direitos exclusivos | Right to authorise or prohibit use |
| 11 | contractual freedom | liberdade contratual | |

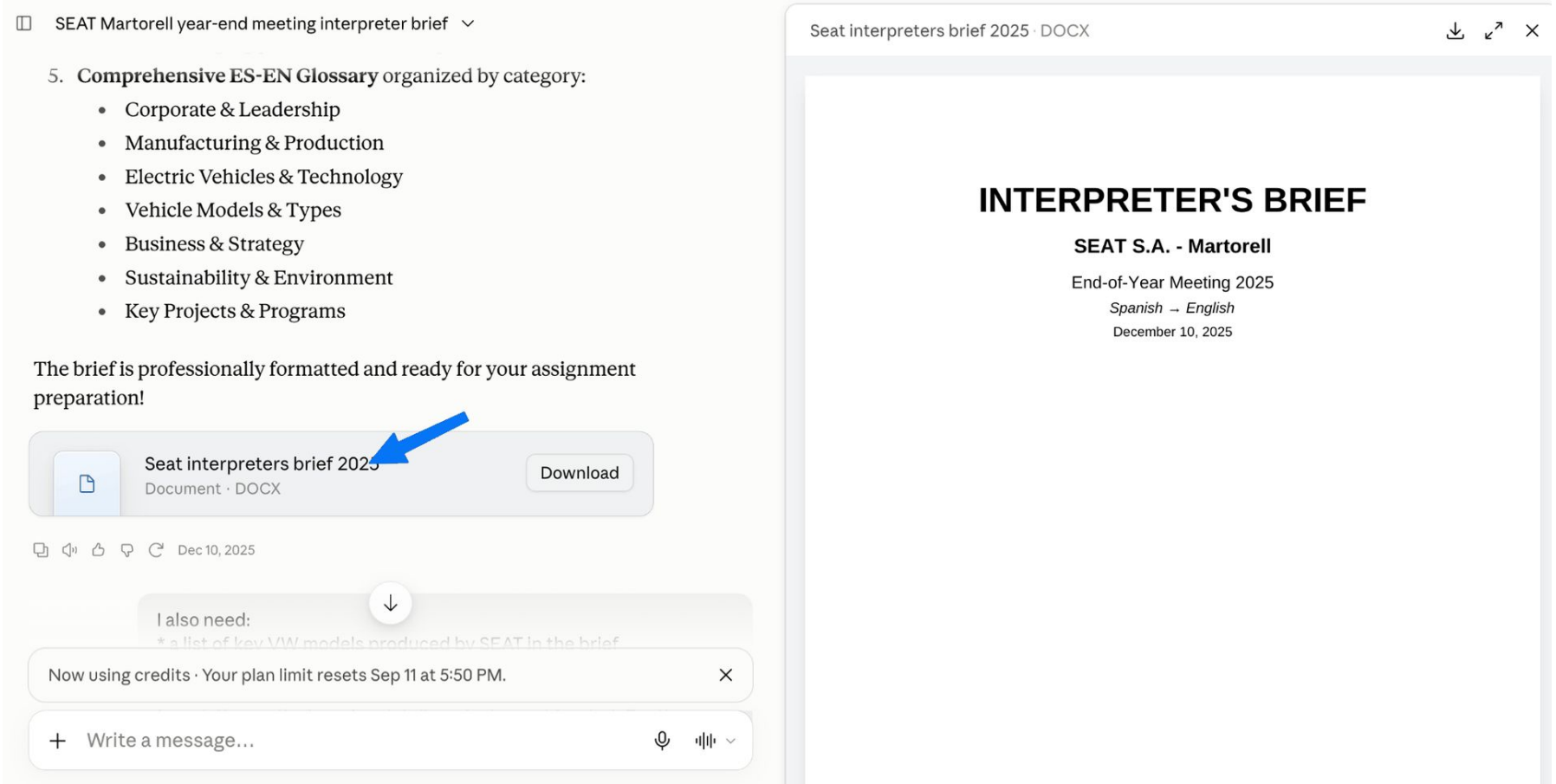
Case 1: the EN-PT briefing (official terms, not guesses)

# Official terms – not guesses

- Portuguese terms taken from the Parliament's own PT version of the report
- Terms not in the draft are marked "(suggested)"
- Claude even caught a mismatch between the two versions (*one term was mistranslated*)

## INTERPRETER BRIEFING PROMPT (FEW/NO DOCS):
## *(CLAUDE, UPLOAD AGENDA)*

Prepare an interpreter's briefing ([language pair]) for [event, date, place]. I've attached [the agenda / documents]. Give me:
1) context: who's organizing, why, and what's at stake;
2) a detailed overview of each agenda point;
3) key players and organizations, with names of officials;
4) likely talking points and fault lines;
5) a bilingual glossary of at least [50] terms, taking target-language terms from official versions of the documents where they exist and marking any others "(suggested)" in [language 1] and [language 2];
6) all named entities (people, organizations, places, acronyms);
7) sources.
Flag anything you couldn't verify.




# Claude for Interpreter Briefings: 13-page briefing doc

## 1. ASSIGNMENT OVERVIEW

**Type:** End-of-year meeting with presentations and motivational talk

**Speakers:** Two Vice Presidents

**Location:** SEAT S.A. Headquarters, Martorell (Barcelona)

**Language Pair:** Spanish → English

## 2. ORGANIZATIONAL CHART

SEAT S.A. is a subsidiary of Volkswagen Group, headquartered in Martorell, Barcelona. The company operates two brands: SEAT (entry-level, accessible mobility) and CUPRA (performance, unconventional brand).

### 2.1 Executive Committee

| Position | Name |
|---|---|
| **CEO** | Markus Haupt (confirmed Oct 2025, previously interim since April 2025) |
| **EVP Production & Logistics** | Position currently vacant (Markus Haupt previously held this role) |
| **EVP People & Organization** | Laura Carnicero |
| **EVP Finance & IT** | Patrik Andreas Mayer |
| **EVP Purchasing** | Marc Riera |
| **EVP Sales, Marketing & Aftersales** | Sven Schuwirth (since Feb 2024) |
| **EVP Research & Development** | Dr. Werner Tietz |

### 2.2 Key Personnel

- **Enric Martí:** Logistics Director
- **Thomas Schäfer:** Chair of SEAT & CUPRA Supervisory Board, CEO of Volkswagen brand
- **Wayne Griffiths:** Former CEO (resigned March 2025 after 5 years in role)

## 3. PRODUCT PORTFOLIO

### 3.1 SEAT Brand (Entry-Level)

Gateway brand for new Volkswagen Group customers. Celebrating 75th anniversary in 2025. Over 21 million vehicles produced since 1950.

| Model | Details |
|---|---|
| **Ibiza** | Supermini, 6+ million units sold since 1984 (40th anniversary 2024). Refreshed Oct 2025. |
| **Arona** | Urban SUV, 750,000+ units sold since 2017. Refreshed Oct 2025. |
| **Leon** | Compact hatchback (25th anniversary 2024). Plug-in hybrid versions available. Full hybrid planned 2028. |
| **Leon Sportstourer** | Estate version of Leon. Full hybrid update planned 2029. |
| **Ateca** | Compact SUV |

### 3.2 CUPRA Brand (Performance)

Unconventional, bold brand. Over 950,000 vehicles sold globally since launch in 2018. Reached 1 million milestone in 2025. Brand value approaching €2 billion.

| Model | Details |
|---|---|
| **Born** | First fully electric model (BEV). Born VZ higher-performance version available. 5-star Euro NCAP. |
| **Formentor** | Best-selling model. Produced at Martorell (1 millionth CUPRA produced: Formentor). Updated 2024/2025. 5-star Euro NCAP. |
| **Leon** | Compact hatchback. Updated 2024/2025. Leon VZ and VZ TCR special editions (2026). 5-star Euro NCAP. |
| **Leon Sportstourer** | Estate version. Updated 2024/2025. |
| **Tavascan** | First 100% electric SUV coupé (BEV). Launched 2024. Manufactured in China (subject to EU tariffs). |
| **Terramar** | Sporty SUV. Launched 2024. Finalist for 2025 European Car of the Year. |

## 4. KEY HIGHLIGHTS 2025

### 4.1 Leadership Transition

- **March 2025:** Wayne Griffiths resigned as CEO after 5 years
- **April 2025:** Markus Haupt became Interim CEO
- **October 2025:** Markus Haupt confirmed as permanent CEO

### 4.2 SEAT 75th Anniversary

- **Founded:** May 9, 1950
- **Anniversary Exhibition:** May 9-18, 2025 at Automobile Barcelona (75 iconic cars displayed)
- **Employee Bonus:** €10 million distributed to all current employees
- **Total Production:** 21.5+ million vehicles, 77 different models

### 4.3 Technical Centre 50th Anniversary

The Martorell Technical Centre celebrates 50 years (opened 1975). First model fully developed there: SEAT 1200 Sport 'Bocanegra'. Spain's only vehicle design centre where every design stage is performed.

### 4.4 Sales Performance

- **SEAT S.A. Total (Jan-Aug 2025):** 302,600 units (+1.7% YoY)
- **CUPRA (Jan-Sep 2025):** 245,300 units (+37% YoY) - record achievement
- **SEAT (Jan-Aug 2025):** 172,700 units sold
- **Electrified Vehicles:** 79% increase in PHEV/BEV deliveries
- **CUPRA Milestone:** 1 million total vehicles produced (reached Oct 2025)

### 4.5 Financial Results

- **Q1-Q3 2025 Revenue:** €11.2 billion (+6.9% YoY)
- **Operating Profit:** €16 million (ROS 0.1%)
- **Challenges:** EU tariffs on CUPRA Tavascan, sales mix shifts, intense competition

### 4.6 Product Launches

- **October 2025:** Refreshed SEAT Ibiza and Arona unveiled
- **2025:** CUPRA Leon VZ and VZ TCR special editions announced (launch 2026)
- **September 2025:** CUPRA Raval camouflaged preview at IAA Munich

### 4.7 Global Expansion

- **CUPRA City Garages:** New openings in Vienna and Manchester in 2025
- **US Market Entry:** Postponed from 2030 to monitor market developments

## 5. ELECTRIFICATION STRATEGY

### 5.1 Future: Fast Forward Project

The largest industrial investment in Spanish history to turn Spain into a European hub for electric mobility.

- **Total Investment:** €10 billion
- **Partners:** SEAT S.A., Volkswagen Group, PowerCo, 49+ partners
- **Employment Impact:** 145,000+ jobs (direct and indirect)
- **Scope:** Factory electrification (Martorell, Pamplona), gigafactory (Sagunto), supplier ecosystem

### 5.2 Martorell Plant Transformation

- **Investment:** €3 billion (double the original 1993 factory construction cost)
- **Line 1:** Transformed for Electric Urban Car pre-series production in 2025
- **Line 3:** Now produces SEAT Ibiza and Arona (moved in 2024)
- **Key Milestones 2025:** PXL press (4 million parts/year), first electric paint-drying oven in VW Group, e-House for electronics
- **Series Production:** Starts 2026

### 5.3 Battery Assembly Plant

- **Investment:** €300 million
- **Location:** Martorell (64,000 m² - equivalent to 9 football fields)
- **Construction:** Began 2023, pre-series assembly started 2025
- **Capacity:** 300,000 batteries/year (1,400 per day)
- **Workforce:** 500 professionals (400 direct + 100 indirect jobs)
- **Connection:** 600m automated conveyor bridge to assembly line
- **Energy:** 11,000 solar panels producing 70% of required energy
- **Cell Source:** PowerCo gigafactory in Sagunto (Valencia)

### 5.4 CUPRA Raval - Electric Urban Car

First model of Volkswagen Group's Electric Urban Car family. Named after Barcelona's vibrant Raval neighborhood.

- **Platform:** Volkswagen MEB+ (front-wheel drive)
- **Dimensions:** 4,046mm length, 2,600mm wheelbase
- **Power Options:** Up to 166kW (226 PS) in VZ Extreme version
- **Performance:** 0-100 km/h in 6.9 seconds
- **Range:** 400-450km WLTP (battery options: 38kWh, 56kWh)
- **Starting Price:** ~€26,000
- **Launch:** World premiere and market launch March 2026
- **Production:** Martorell (alongside VW ID.2/ID.Polo)
- **Goal:** Democratize urban electric mobility

## 6. SPANISH-ENGLISH GLOSSARY

### 6.1 Corporate & Leadership

| Spanish | English |
|---|---|
| Consejo de Dirección | Executive Committee |
| Director General / CEO | Chief Executive Officer (CEO) |
| Vicepresidente Ejecutivo | Executive Vice President (EVP) |
| Director/a de Logística | Logistics Director |
| Presidente del Consejo de Supervisión | Chair of the Supervisory Board |
| Comité Ejecutivo | Executive Committee |
| Equipo directivo | Management team |
| Plantilla | Workforce |

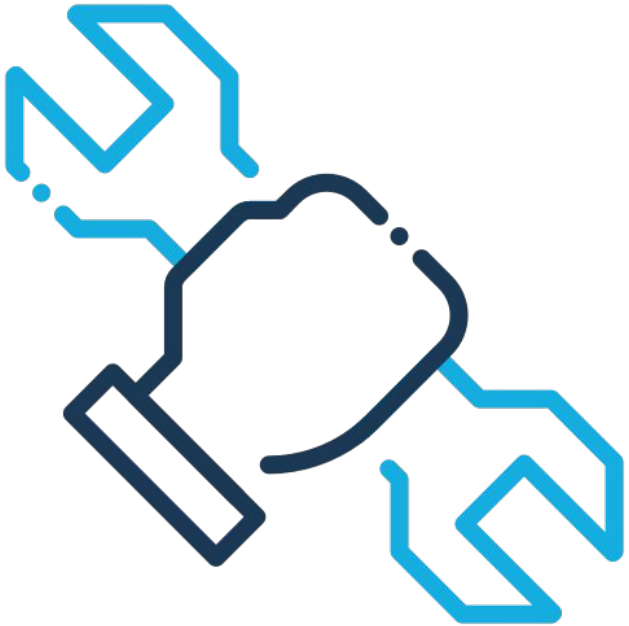
### 6.2 Manufacturing & Production

| Spanish | English |
|---|---|
| Planta de Martorell | Martorell Plant |
| Cadena de montaje / Línea | Assembly line / Production line |
| Preserie | Pre-series (production) |
| Producción en serie | Series production / Mass production |
| Estampación | Stamping / Pressing |
| Carrocería | Bodywork / Body shop |
| Pintura | Paint shop / Painting |
| Montaje final | Final assembly |
| Taller | Workshop |
| Prensa PXL | PXL press |
| Horno de secado de pintura | Paint-drying oven |

### 6.3 Electric Vehicles & Technology

| Spanish | English |
|---|---|
| Electrificación | Electrification |
| Vehículo eléctrico (VE) | Electric vehicle (EV) |
| Vehículo eléctrico de batería (BEV) | Battery electric vehicle (BEV) |
| Híbrido enchufable (PHEV) | Plug-in hybrid electric vehicle (PHEV) |
| Híbrido completo | Full hybrid |
| Microhíbrido | Mild hybrid |
| Batería | Battery |
| Sistema de batería | Battery system |
| Celda de batería | Battery cell |
| Ensamblaje de baterías | Battery assembly |
| Planta de montaje de baterías | Battery assembly plant |
| Gigafactoría | Gigafactory |
| Autonomía | Range |
| Punto de recarga / Cargador | Charging point / Charger |
| Infraestructura de recarga | Charging infrastructure |
| Movilidad eléctrica | Electric mobility / E-mobility |
| Electromovilidad | Electromobility |
| Coche urbano eléctrico | Electric urban car / Urban EV |
| Plataforma MEB | MEB platform |
| Tracción delantera | Front-wheel drive |
| Potencia | Power output |

### 6.4 Vehicle Models & Types



Try my master briefing prompt

tfw.rocks/MasterPrompt

(*You can even do this inside a project where you upload files and reference materials.*)

Copying and pasting prompts or typing them over and over again is a pain…

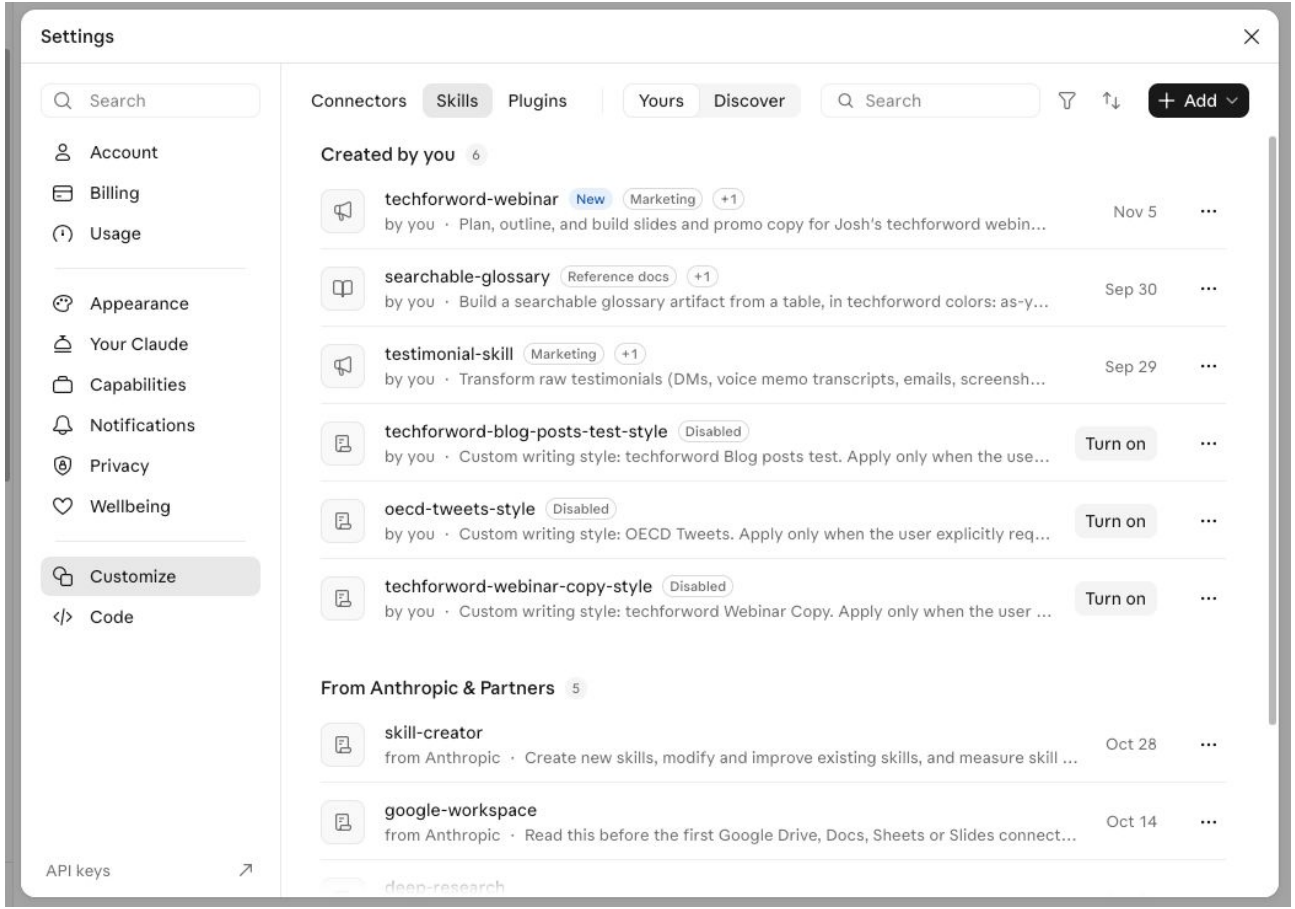
# Skills: teach Claude your workflow once

# What is a skill?

- A saved set of instructions, plus optional files or templates
- Claude loads it on its own when a task matches (or you request it)
- Works in every chat and every project
- You can share a skill – and install other people's

# Prompt, project or skill?

- Prompt: for this chat
- Project: for this client or event
- Skill: for this kind of task, everywhere




Where your skills live

# How to make a skill

- Do the task once, then ask Claude to turn the chat into a skill
- Describe the skill and let Claude write it
- Record a workflow (Claude in Chrome)
- Import an existing skill

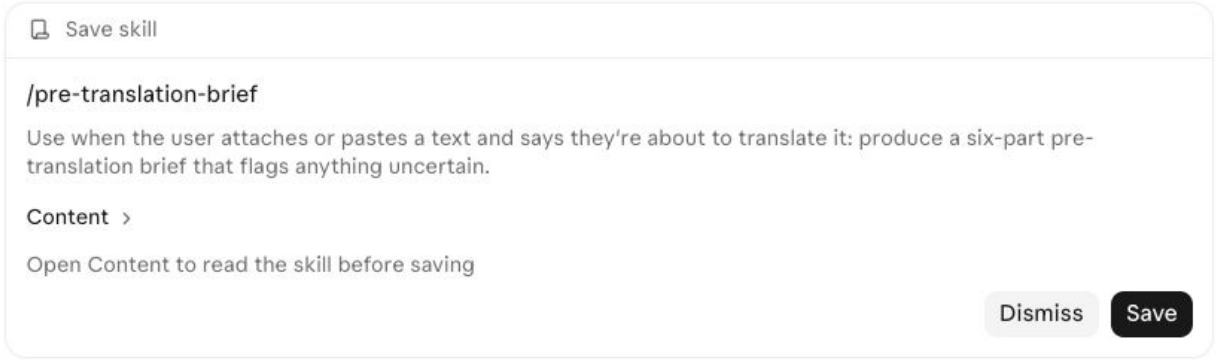
## TURN A CHAT INTO A SKILL

*(CLAUDE, AFTER DOING THE TASK ONCE)*

Turn what we just did into a skill called [pre-translation-brief]. It should run whenever I attach or paste a text and say I'm about to translate it. Keep my numbered structure, the output format and my rule to flag anything you're unsure about. Show me the skill before you save it.

Turn what we just did into a skill called [pre-translation-brief]. It should run whenever I attach or paste a text and say I'm about to translate it. Keep my numbered structure, the output format and my rule to flag anything you're unsure about. Show me the skill before you save it.

Weighing how to show the skill before saving.

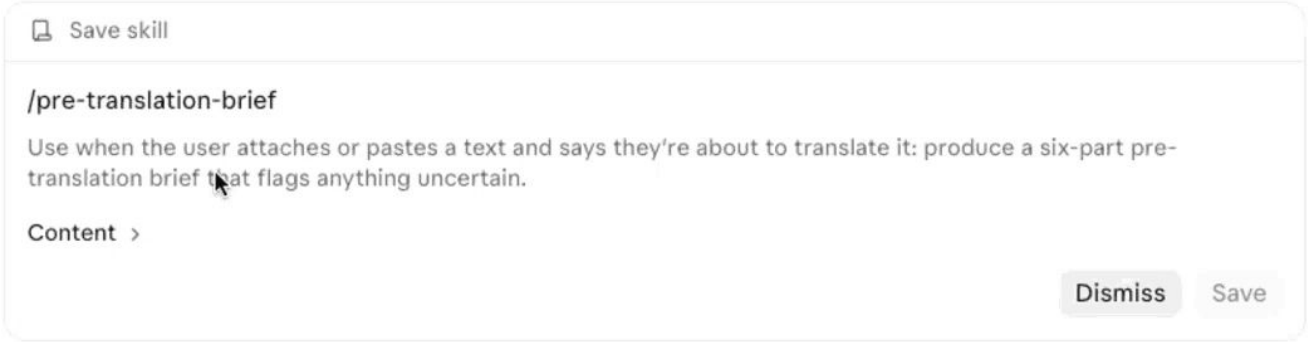



The skill is on the card above for you to review. Nothing is saved until you accept it there.

- **What it does:** it runs when you attach or paste a text and say you're about to translate it. It works for any language pair. EN to ES was just the example, and it takes the pair from your message.
- **Added after our run:** it checks headers, footers, comments and tracked changes in Word files. It computes weekdays when it checks dates. It also labels inferences as inferences.

Claude drafts the skill – you review it first

Weighing how to show the skill before saving.

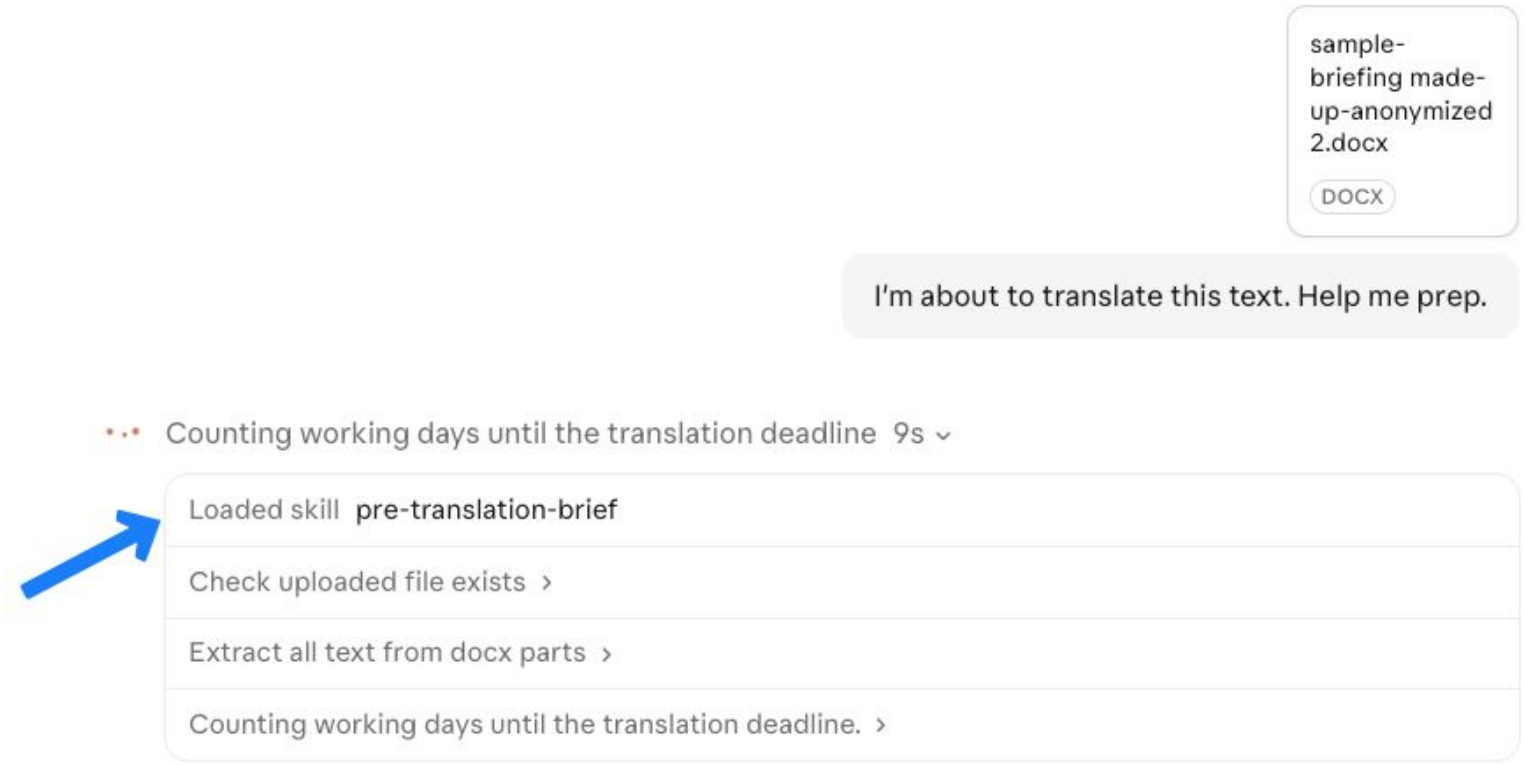



The skill is on the card above for you to review. Nothing is saved until you accept it there.

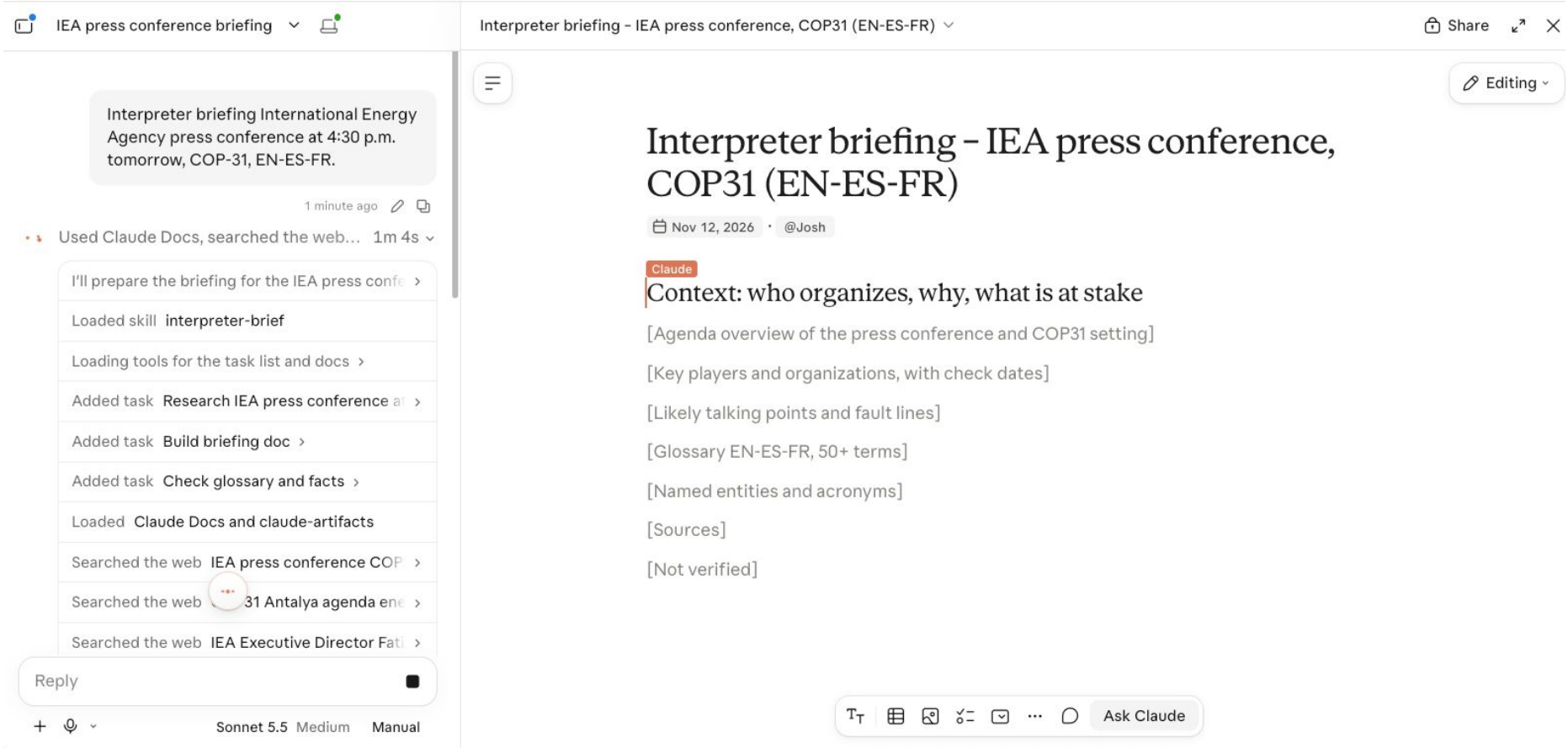
- **What it does:** it runs when you attach or paste a text and say you're about to translate it. It works for any language pair. EN to ES was just the example, and it takes the pair from your message.
- **Added after our run:** it checks headers, footers, comments and tracked changes in Word files. It computes weekdays when it checks dates. It also labels inferences as inferences.

Say if you want any of these changed: a fixed language pair, a Word file as the output, or different rules in section 4.

Inside a skill: name, description, instructions




A fresh chat uses the skill on its own




The Interpreter Briefing Skill at work

# Interpreter briefing – IEA press conference, COP31 (EN-ES-FR)

Nov 12, 2026 · @Josh

## 1. Context

IEA Executive Director Fatih Birol is billed to lead a press conference at COP31 on Friday, November 13, 2026, 4:30 p.m., in the Melvana press conference room, Blue Zone (Antalya). The time and room come from a UNFCCC live-updates listing seen in search results; the topic is not stated there, so expect a wrap-up of the IEA's COP31 work: electrification, energy security and methane.

- **Event:** COP31, the 31st UN climate conference, runs November 9–20, 2026 at the Antalya Expo Center. Türkiye hosts and runs the voluntary Action Agenda; Australia (Chris Bowen) is President of Negotiations and runs the formal talks.
- **IEA's role:** strategic partner of the COP31 Presidency. It advised on the framing and governance of the **35-by-35 Global Electrification Pledge**, runs a pavilion, and will lead a Global Electrification Tracking Mechanism.
- **Backdrop:** an energy crisis tied to the Iran war and disruption in the Strait of Hormuz. Birol called it worse in severity than 1973, 1979 and 2022 combined (April 2026). Electrification is now pitched as both a security and a climate answer.

**What has happened at COP31 so far (as of November 12)**

- **Nov 9:** opening plenary; IEA pavilion opening with Birol and COP31 CEO Fatma Varank.
- **Nov 10:** Energy Day and Leaders' Summit start; IEA electrification report released; first Electrification Forum, co-hosted by the Presidency and the EU. An Electrification Board (chaired by the Presidency, IEA as secretariat) will run it beyond COP.
- **Nov 11:** Guterres and Stiell address leaders; Guterres said fossil fuels must go the way of the dinosaurs.
- **Nov 12:** leaders-level methane and non-$CO_2$ summit; UNFCCC launches the Net-Zero Recognition Framework.

**Around the press conference**

- **Nov 13, 1:00–1:50 p.m.:** "Energy priorities from Antalya to Addis Abeba", co-organized with the Presidency (Ethiopian Pavilion). COP32 is set for Addis Ababa in 2027.
- **Nov 14:** the traditional Saturday protest is expected, pending government approval.
- **Nov 19:** World Energy Outlook 2026 launch. **Nov 20:** scheduled close of COP31.

## 3. Key players and organizations

Titles were taken from sources dated between June and November 2026 and checked on November 12, 2026. Only Birol is confirmed for the press conference; the others may or may not appear.

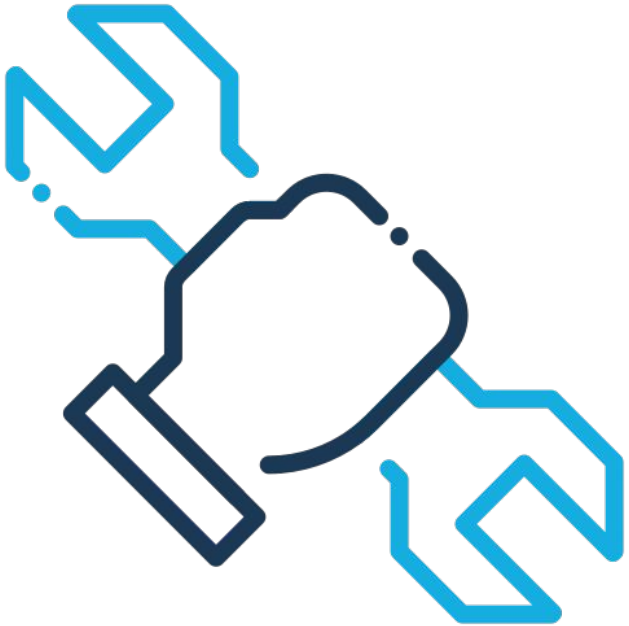
The Interpreter Briefing Claude prepared

# Skill ideas for translators and interpreters

- Pre-translation brief / pre-assignment brief
- Client email replies (in your voice and their language)
- Client style-guide check
- Post-editing check for machine translation output
- Numbers, dates and units QA
- Term research in your table format
- Quote from a word count
- Speaker and delegation profiles for meetings
- Post-assignment debrief for interpreters

# Grab and install my prompt and skill files

- Prompts: tfw.rocks/MasterPrompt
- Skill file: tfw.rocks/MasterPromptSkills
- To install: Settings > Customize > Skills > Add > Upload
- Then just ask for a briefing – Claude does the rest



Turn the last prompt you ran or one prompt you use all the time into a skill.

*No prompt handy? Use my term research prompt.*

# Artifacts

# What's new in artifacts

- Docs and Slides alongside classic artifacts
- Charts and diagrams right in the chat
- Edit in place: highlight and type the change
- On every plan, including Free

## GLOSSARY FLASHCARD TRAINER

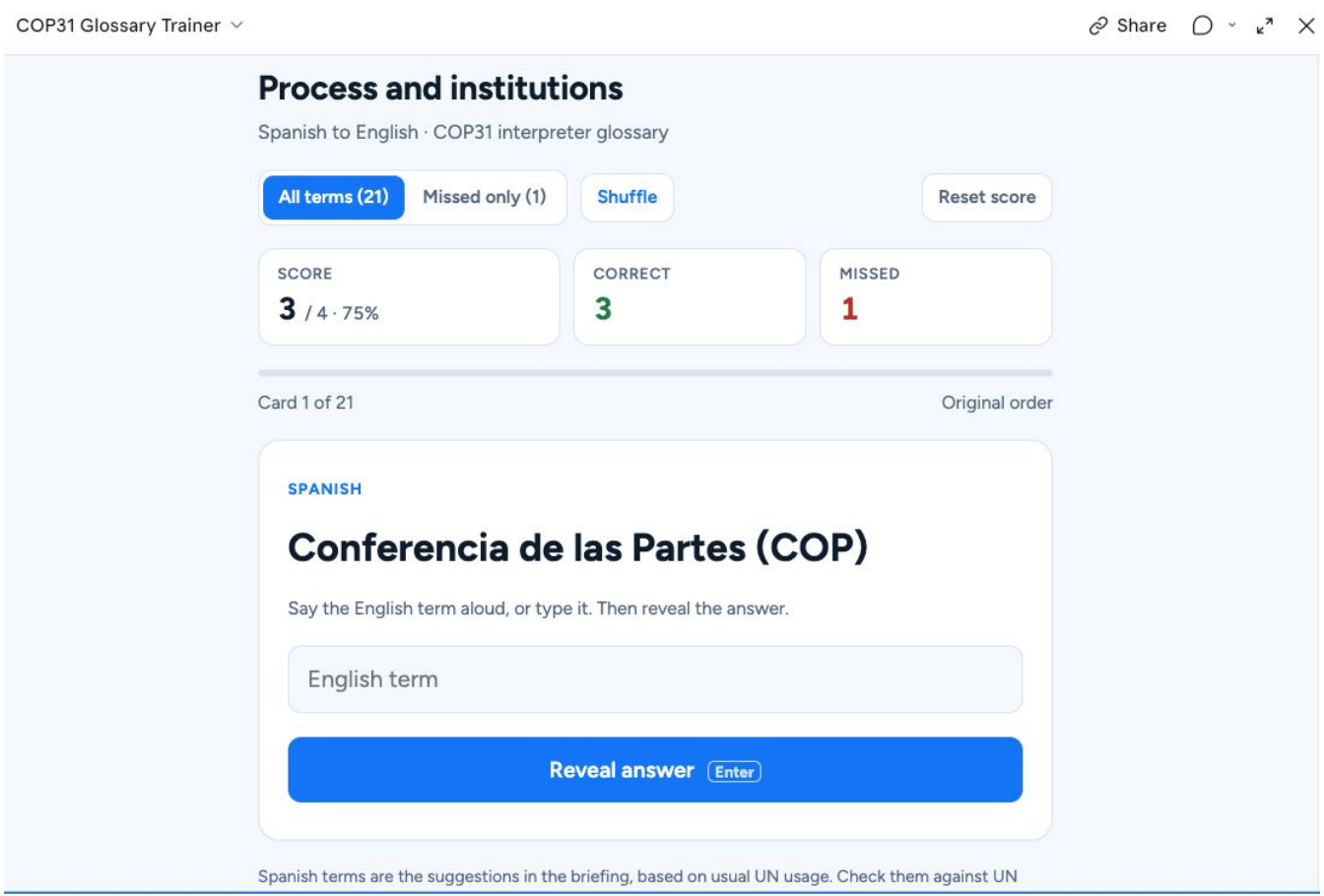
*(CLAUDE, ARTIFACT)*

Turn the glossary in this briefing into a flashcard trainer for interpreters.

Show the [source language] term; I say or type the [target language] term, then reveal the answer.

Add Shuffle, a "Missed only" mode and a score.

Keep it clean and simple, with [#0675F6] as the main color.




A flashcard trainer, built from the briefing glossary

# Artifact ideas

- AI-powered word processor (built into Claude)
- Flashcard trainer
- Glossary lookup tool
- QA: Style checker
- QA: Number and date checker
- Number drill for interpreting practice
- Document anonymizer
- Quote calculator
- Subtitle line checker
- Glossary merger

# Claude can now read and create files!

*(And it's not bad for pesky layouts...)*

## MIRROR A PDF'S LAYOUT

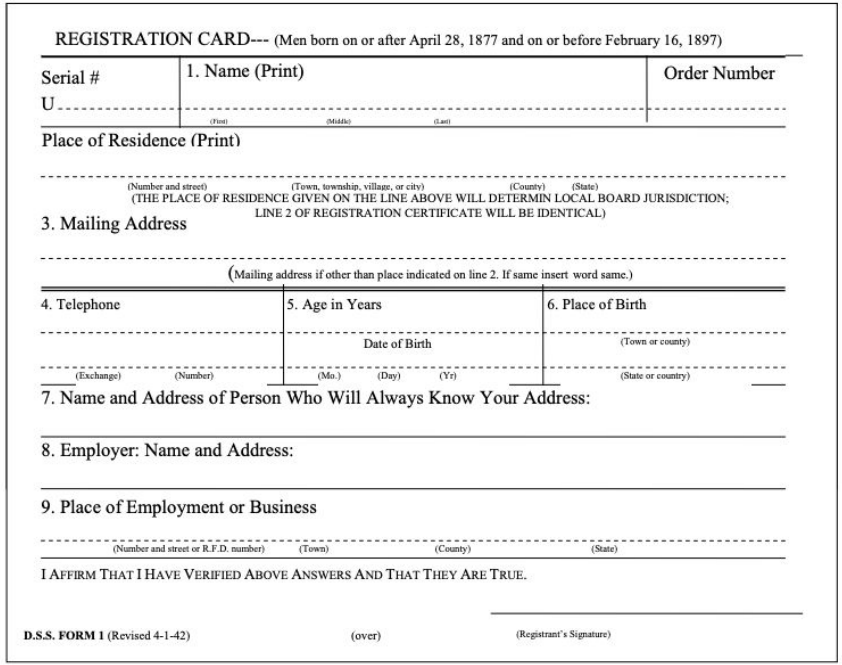
*(CLAUDE, UPLOAD PDF)*

Translate the attached PDF into [language].

Recreate it as an editable Word document that mirrors the original layout: same headings, tables, lists and order.

Don't summarize or leave anything out.

If you couldn't reproduce part of the layout, add a comment saying what changed.



# WWII: Draft Card (4th Registration)

REGISTRATION CARD--- (Men born on or after April 28, 1877 and on or before February 16, 1897)

Serial # U

1. Name (Print)
(First) (Middle) (Last)

Order Number

Place of Residence (Print)

(Number and street) (Town, township, village, or city) (County) (State)
(THE PLACE OF RESIDENCE GIVEN ON THE LINE ABOVE WILL DETERMIN LOCAL BOARD JURISDICTION; LINE 2 OF REGISTRATION CERTIFICATE WILL BE IDENTICAL)

3. Mailing Address

(Mailing address if other than place indicated on line 2. If same insert word same.)

4. Telephone
(Exchange) (Number)

5. Age in Years
Date of Birth
(Mo.) (Day) (Yr)

6. Place of Birth
(Town or county)
(State or country)

7. Name and Address of Person Who Will Always Know Your Address:

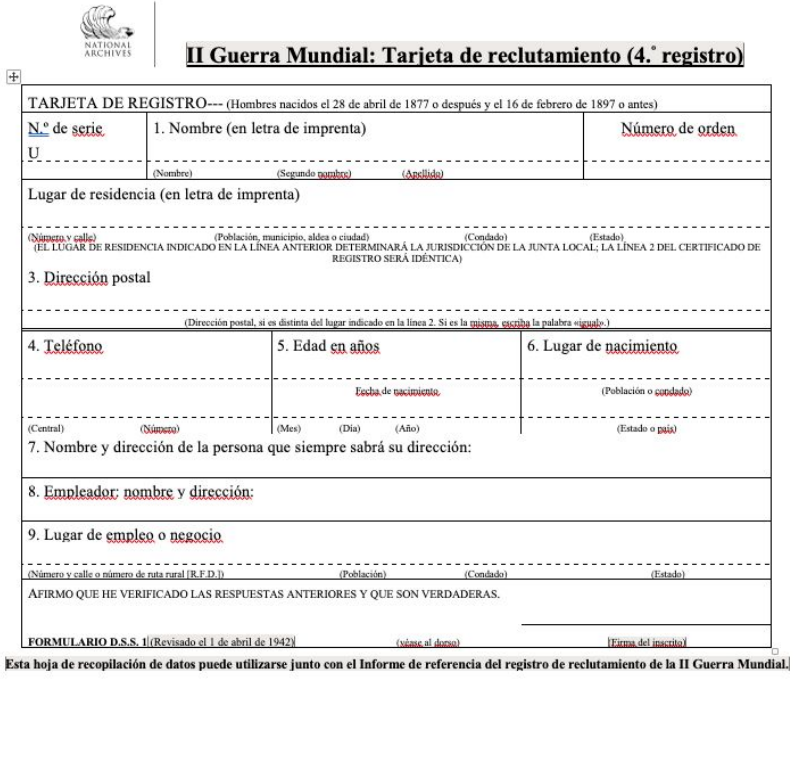
8. Employer: Name and Address:

9. Place of Employment or Business
(Number and street or R.F.D. number) (Town) (County) (State)

I AFFIRM THAT I HAVE VERIFIED ABOVE ANSWERS AND THAT THEY ARE TRUE.

(Registrant's Signature)

D.S.S. FORM 1 (Revised 4-1-42) (over)



# II Guerra Mundial: Tarjeta de reclutamiento (4.° registro)

TARJETA DE REGISTRO--- (Hombres nacidos el 28 de abril de 1877 o después y el 16 de febrero de 1897 o antes)

N.° de serie U

1. Nombre (en letra de imprenta)
(Nombre) (Segundo nombre) (Apellido)

Número de orden

Lugar de residencia (en letra de imprenta)

(Número y calle) (Población, municipio, aldea o ciudad) (Condado) (Estado)
(EL LUGAR DE RESIDENCIA INDICADO EN LA LÍNEA ANTERIOR DETERMINARÁ LA JURISDICCIÓN DE LA JUNTA LOCAL; LA LÍNEA 2 DEL CERTIFICADO DE REGISTRO SERÁ IDÉNTICA)

3. Dirección postal

(Dirección postal, si es distinta del lugar indicado en la línea 2. Si es la misma, escriba la palabra «igual».)

4. Teléfono
(Central) (Número)

5. Edad en años
Fecha de nacimiento
(Mes) (Día) (Año)

6. Lugar de nacimiento
(Población o condado)
(Estado o país)

7. Nombre y dirección de la persona que siempre sabrá su dirección:

8. Empleador; nombre y dirección:

9. Lugar de empleo o negocio
(Número y calle o número de ruta rural [R.F.D.]) (Población) (Condado) (Estado)

AFIRMO QUE HE VERIFICADO LAS RESPUESTAS ANTERIORES Y QUE SON VERDADERAS.

[Firma del inscrito]

FORMULARIO D.S.S. 1 (Revisado el 1 de abril de 1942) (véase al dorso)

Esta hoja de recopilación de datos puede utilizarse junto con el Informe de referencia del registro de reclutamiento de la II Guerra Mundial.

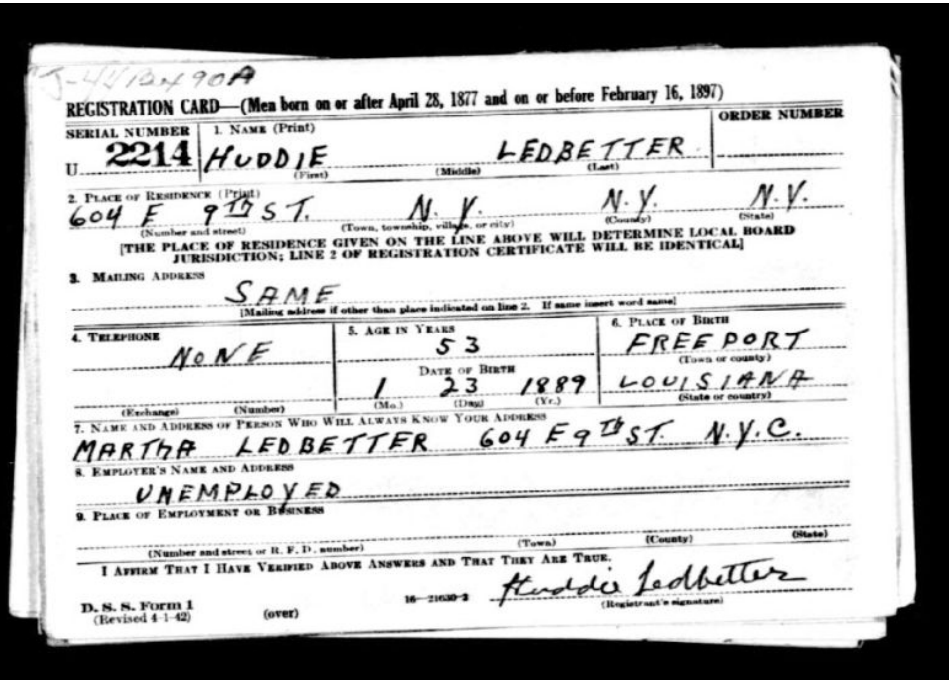
Before and after: mirroring a PDF's layout

# SCANNED AND HANDWRITTEN DOCS
## *(CLAUDE, UPLOAD SCAN OR PHOTO)*

Transcribe this scanned document exactly as written, keeping line breaks. Put stamps, signatures and margin notes in [square brackets].

Then translate it into [language] as a two-column table: original | translation. List every word you couldn't read clearly, with your best guess and how sure you are.

Finally, recreate the document using the translation as an editable Word document that mirrors the original layout: same headings, tables, lists and order. Don't summarize or leave anything out. If you couldn't reproduce part of the layout, add a comment saying what changed.



REGISTRATION CARD—(Men born on or after April 28, 1877 and on or before February 16, 1897)

SERIAL NUMBER U 2214 | 1. NAME (Print): HUDDIE (First) LEDBETTER (Middle) (Last) | ORDER NUMBER

2. PLACE OF RESIDENCE (Print): 604 E 9TH ST. (Number and street) N.Y. (Town, township, village, or city) N.Y. (County) N.Y. (State)

[THE PLACE OF RESIDENCE GIVEN ON THE LINE ABOVE WILL DETERMINE LOCAL BOARD JURISDICTION; LINE 2 OF REGISTRATION CERTIFICATE WILL BE IDENTICAL]

3. MAILING ADDRESS: SAME

[Mailing address if other than place indicated on line 2. If same insert word same]

4. TELEPHONE: NONE (Exchange) (Number)

5. AGE IN YEARS: 53

DATE OF BIRTH: 1 (Mo.) 23 (Day) 1889 (Yr.)

6. PLACE OF BIRTH: FREEPORT (Town or county) LOUISIANA (State or country)

7. NAME AND ADDRESS OF PERSON WHO WILL ALWAYS KNOW YOUR ADDRESS: MARTHA LEDBETTER 604 E 9TH ST. N.Y.C.

8. EMPLOYER'S NAME AND ADDRESS: UNEMPLOYED

9. PLACE OF EMPLOYMENT OR BUSINESS (Number and street or R. F. D. number) (Town) (County) (State)

I AFFIRM THAT I HAVE VERIFIED ABOVE ANSWERS AND THAT THEY ARE TRUE.

Huddie Ledbetter (Registrant's signature)

D. S. S. Form 1 (Revised 4-1-42) (over) 16—21630-2

*[Anotación manuscrita en el margen superior izquierdo: «J-44B490A» (lectura incierta)]*

**TARJETA DE REGISTRO—(Hombres nacidos el 28 de abril de 1877 o después y el 16 de febrero de 1897 o antes)**

| NÚMERO DE SERIE | 1. NOMBRE (en letra de imprenta) | | | NÚMERO DE ORDEN |
|---|---|---|---|---|
| U. 2214 | HUDDIE (Nombre) | (Segundo nombre) | LEDBETTER (Apellido) | |

2. LUGAR DE RESIDENCIA (en letra de imprenta): 604 E 9TH ST. (Número y calle) N.Y. (Población, municipio, pueblo o ciudad) N.Y. (Condado) N.Y. (Estado)

[EL LUGAR DE RESIDENCIA INDICADO EN LA LÍNEA ANTERIOR DETERMINARÁ LA JURISDICCIÓN DE LA JUNTA LOCAL; LA LÍNEA 2 DEL CERTIFICADO DE REGISTRO SERÁ IDÉNTICA.]

3. DIRECCIÓN POSTAL: MISMA

(Dirección postal si es distinta del lugar indicado en la línea 2. Si es la misma, escriba la palabra «misma»)

| 4. TELÉFONO | 5. EDAD EN AÑOS | 6. LUGAR DE NACIMIENTO |
|---|---|---|
| NINGUNO (Prefijo) (Número) | 53 FECHA DE NACIMIENTO 1 (Mes) 23 (Día) 1889 (Año) | FREEPORT (Localidad o condado) LOUISIANA (Estado o país) |

7. NOMBRE Y DIRECCIÓN DE LA PERSONA QUE SIEMPRE SABRÁ SU DIRECCIÓN: MARTHA LEDBETTER 604 E 9TH ST. N.Y.C.

8. NOMBRE Y DIRECCIÓN DEL EMPLEADOR: DESEMPLEADO

9. LUGAR DE EMPLEO O NEGOCIO (Número y calle o número de R.F.D.) (Población) (Condado) (Estado)

DECLARO QUE HE VERIFICADO LAS RESPUESTAS ANTERIORES Y QUE SON VERDADERAS.

D. S. S. Formulario 1 (Revisado el 1 de abril de 1942 [4-1-42]) (véase al dorso) 16—21630-2

*[Firma: Huddie Ledbetter]* (Firma del inscrito)

A handwritten draft card: transcription, translation, unclear words

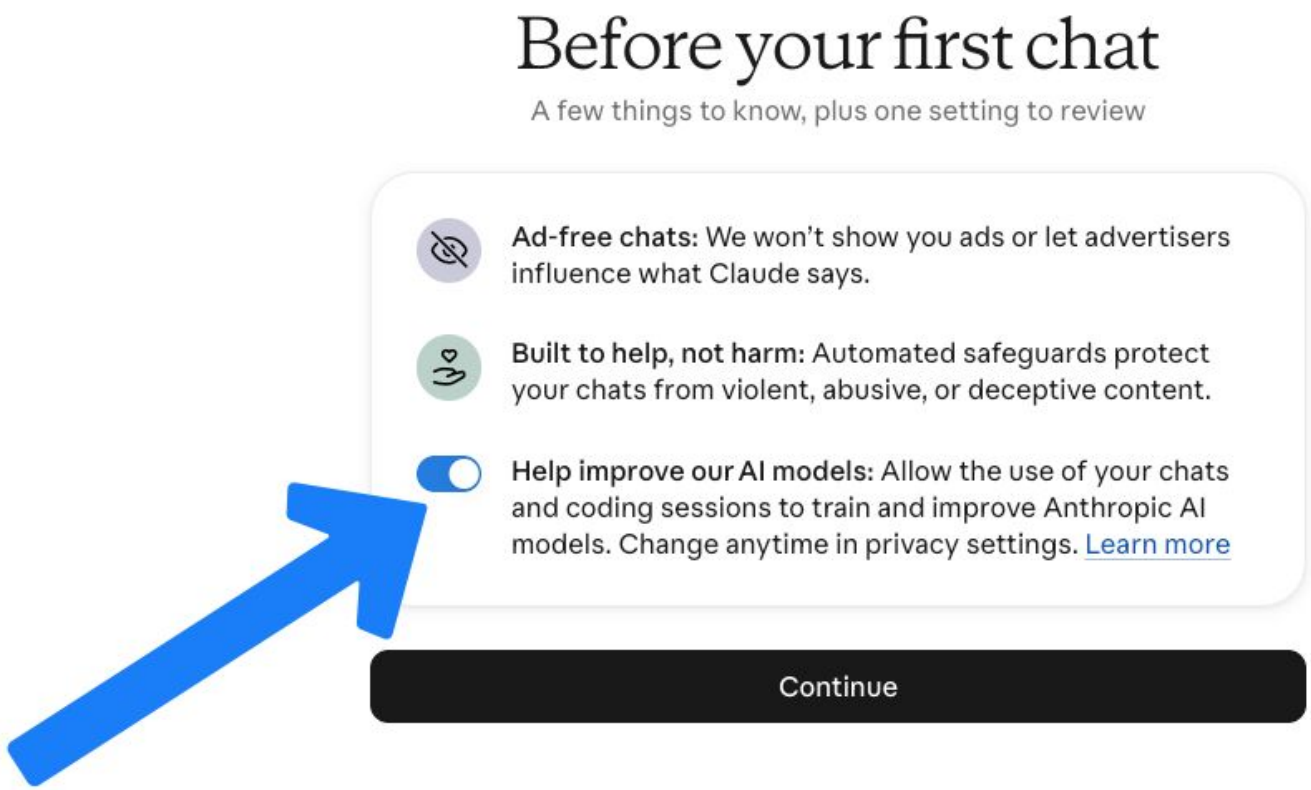
# Where layout mirroring breaks

- Complex columns and text boxes
- Differences in text length
- Date notation (*11/12/2026* vs *12 de noviembre de 2026*)
- Text inside images
- Forms and fillable fields
- Translators' notes (*illegible signature, stamp, etc.*)
- Always check against the original

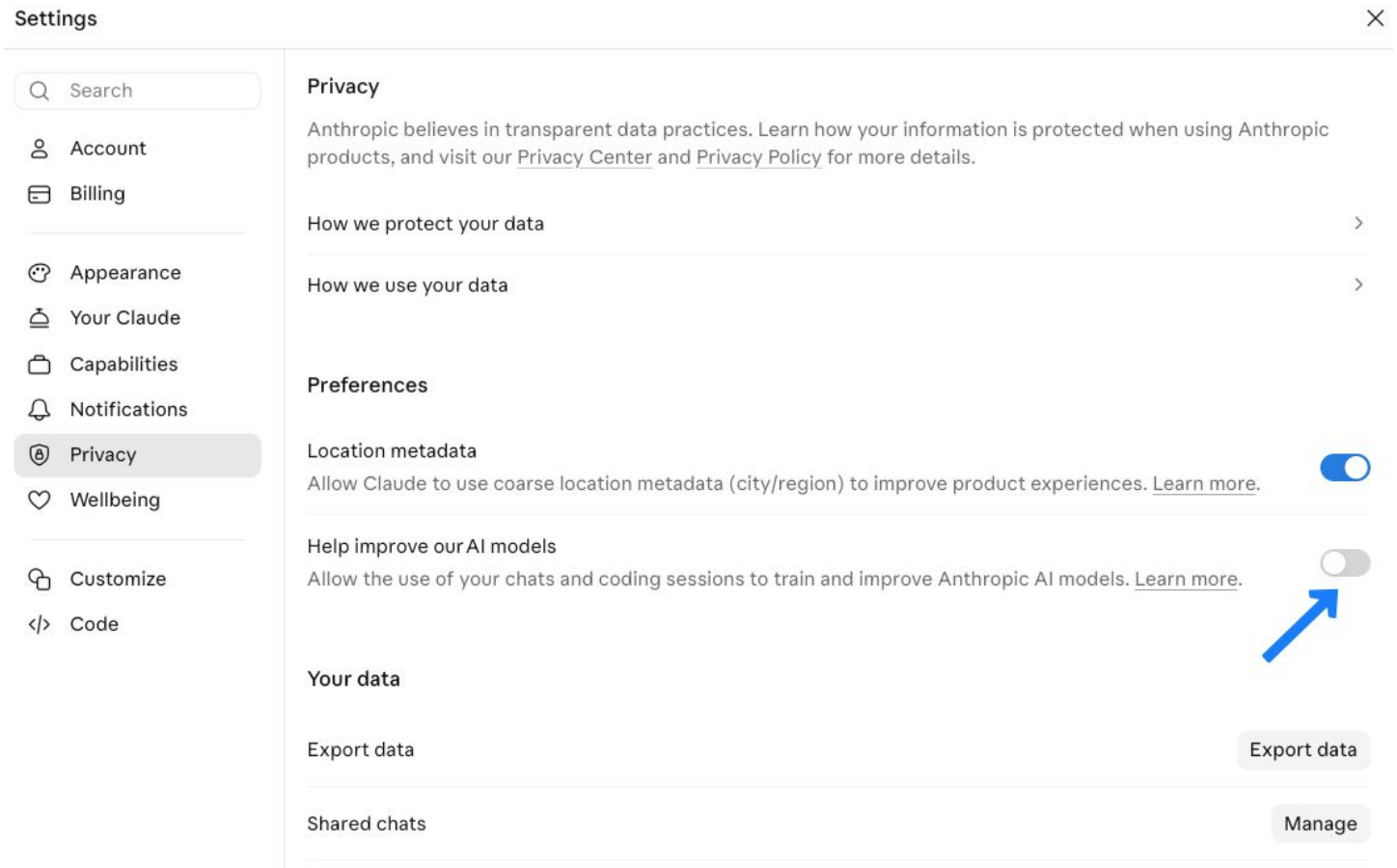
# Ways to work with files and folders

- Mirror formatting and layout
- QA: Check source vs. translation
- Compare two versions
- Extract a glossary from a bilingual file
- Check certified translation formatting
- Prepare from slides, docs, etc. – or translate them
- Check a whole folder (Claude Desktop, folder access)
- Rename and sort files (Claude Desktop, folder access)

# Confidentiality




Privacy settings: Do not “Help improve our AI models” on signup




Adjust your privacy settings in Claude

# What to know about confidentiality in Claude in 2026

- Memory: Settings > Memory (Topics, sensitive topics)
- Connectors and folders: what Claude can see
- Shared links: anyone with the link can view
- Skills: only install ones you've read or trust

# What can I paste? 🚦 Use the traffic-light model

🟢 **Green:** public texts, websites, published documents

🟡 **Think twice:** anonymized or paraphrased material (names, companies, figures replaced)

🔴 **Never:** client-confidential or personal data

*When in doubt: check your NDA and client contract (and GDPR).*

# Build your own privacy tool

My starting point:

- Text to translate often arrives in a spreadsheet: reviews, surveys, product data
- Those files can also carry names, emails and order numbers
- I asked Claude to build a tool that cleans the file **on my own computer**
- Nothing leaves my computer!
- Then, I can use AI on the anonymized file

## BUILD A PRIVACY TOOL

*(CLAUDE, ARTIFACT – CSV FILE VERSION)*

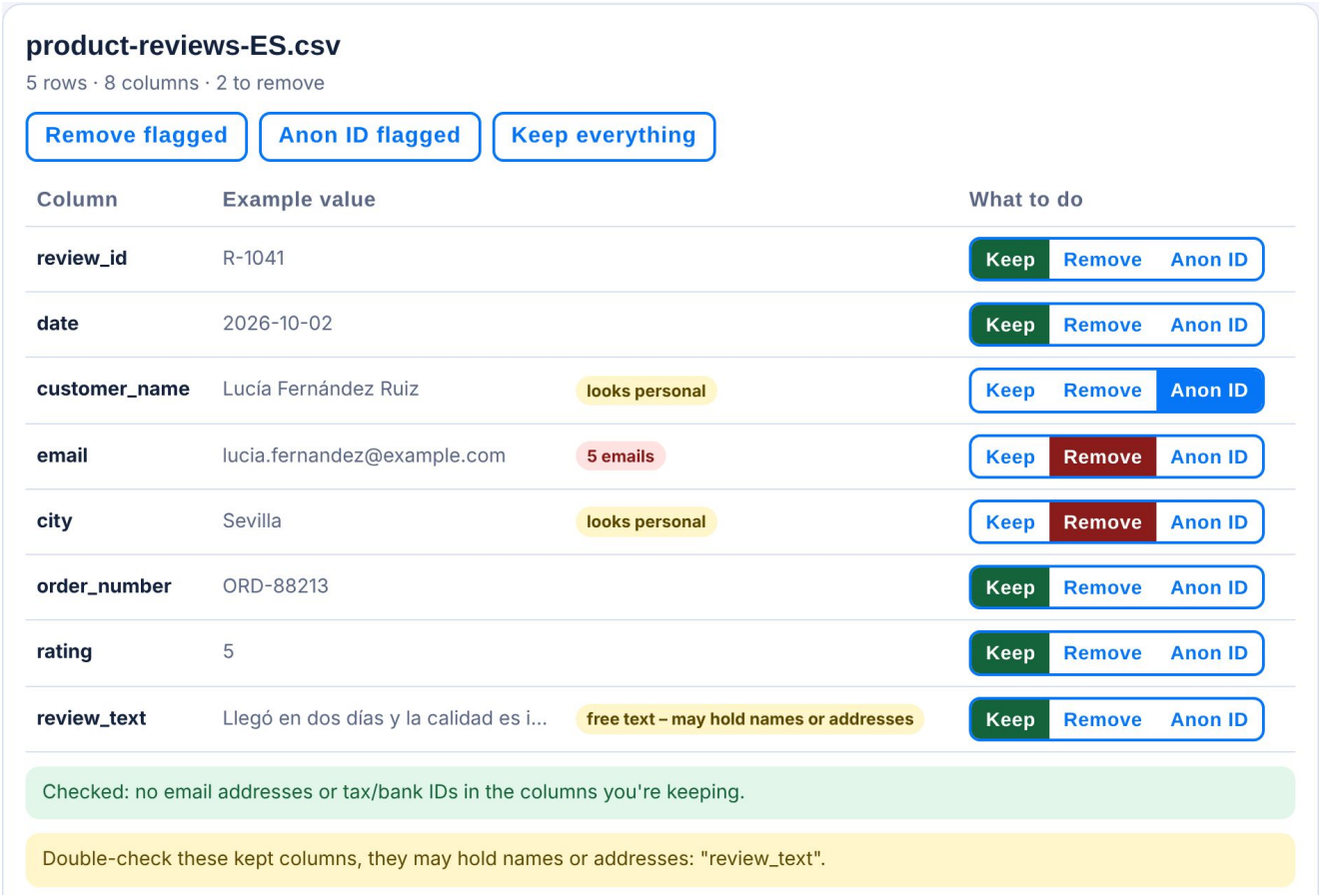
Build a tool that runs only on my computer, and blocks every network request, to clean CSV files before I translate them.

When I drop in a file, flag any column that looks personal: names, emails, addresses, phone numbers, tax or bank IDs.

For each column, let me choose Keep, Remove or Anon ID (replace each value with a code, so the same person always gets the same code).

Show me a preview, then let me download the cleaned file as a CSV that opens correctly in Excel with accents (UTF-8 with BOM).

Never change my original file.




Choose what to keep, remove or anonymize

Preview of your cleaned file (6 columns):

| review_id | date | customer_name | order_number | rating | review_text |
|---|---|---|---|---|---|
| R-1041 | 2026-10-02 | P_07488950c3 | ORD-88213 | 5 | Llegó en dos días y la calidad es increíble. La talla es un poco pequeña, así que recomiendo pedir una más. |
| R-1042 | 2026-10-03 | P_f1121ed535 | ORD-88240 | 3 | El color no es exactamente como en la foto, pero el tejido es bueno. El servicio de atención al cliente respondió rápido. |
| R-1043 | 2026-10-05 | P_29ed649c18 | ORD-88301 | 4 | Muy cómodo para el día a día. Lo lavé a 30 grados y no encogió nada. |

The clean file: names become codes, the text to translate stays

# More ways to use a privacy tool

- Glossaries and term exports: remove "created by" fields and client names
- Delegate and speaker lists: keep names and roles for the briefing, remove emails and phone numbers
- Surveys and customer feedback: keep the answers, remove who wrote them
- Anon IDs: match the same person across files without seeing who they are --> pop these back in after working with the file

Great, will do. Curious: Could we build an anonymizer that would also look in, say, word files and strip out any names and identifying information? Or would that require AI?

Yes, that's buildable, and most of it doesn't need AI. None of it needs a cloud AI like Claude, so the file never has to leave your computer. Each kind of data takes a different approach:

- **Patterns: no AI needed.** Emails, phone numbers, IBANs, dates, ID and case numbers and URLs all follow fixed formats, so simple rules catch them reliably.
- **Your own list: no AI needed.** You paste in the client name, the speakers and the project names, and the app replaces every match. For translators this is often the most reliable layer, because you already know who's in the file.
- **Names you didn't list: a small local model.** Catching "any name" means a step called named-entity recognition. It's a small model, not a chatbot, and it runs offline on your machine (Microsoft's free Presidio tool is one ready-made option). It's good but not perfect. It misses unusual names and names in some languages, so the app should highlight what it found and let you approve each one before anything is removed.

Two things matter more in Word than in CSV:

- **Hidden data.** Author name, comments, tracked changes and document properties can all identify the client, so the app needs to strip those as well.
- **Reversible placeholders.** If it swaps names for tags like [PERSON 1] and saves a private key file, you can translate the clean version with AI and then put the real names back automatically. That's arguably the killer feature for translators.

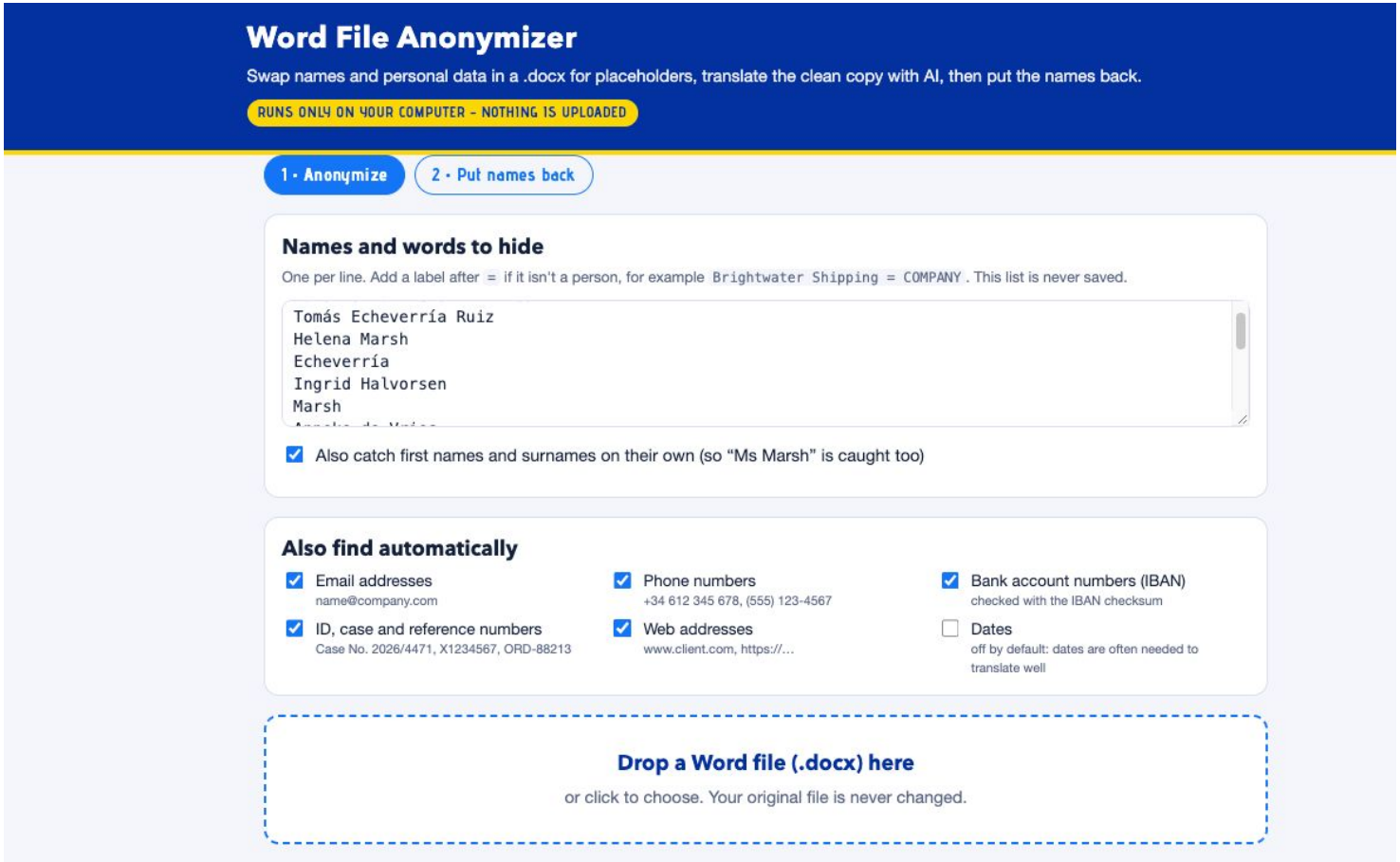
The tricky part is technical. Writing the edits back into the .docx without breaking formatting is fiddly, because Word often splits a name across several pieces of text internally. That's solvable, though.

I'd suggest a browser app like your CSV one that handles Word files with the pattern and list layers, then adding the name-detection model as a second step. If you want a prototype, I can have it set up in its own thread so it doesn't get mixed in with the email work.

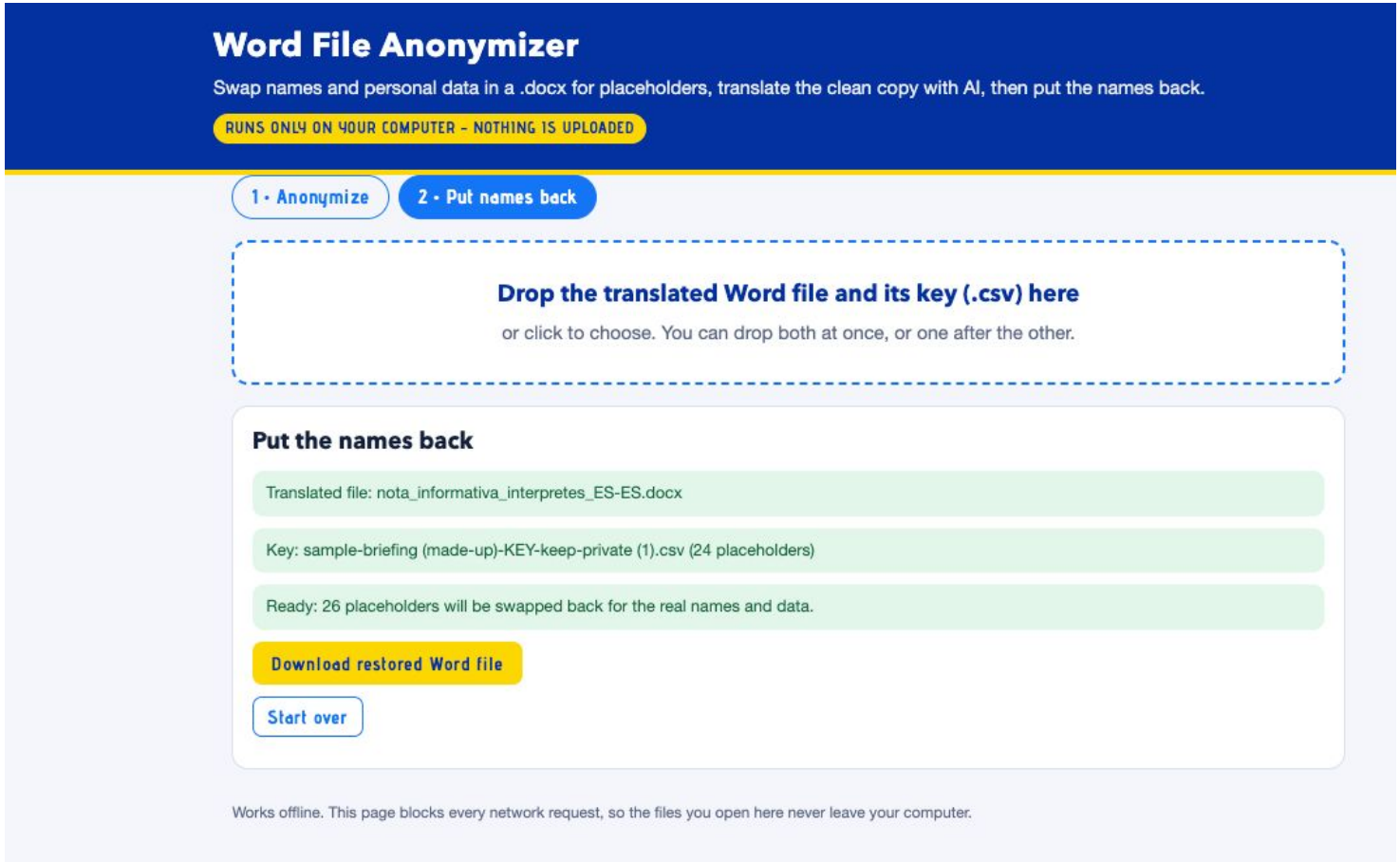
Yes, new thread to prototype this.

# The Word File Anonymizer

Claude built my Anonymizer in about 12 minutes

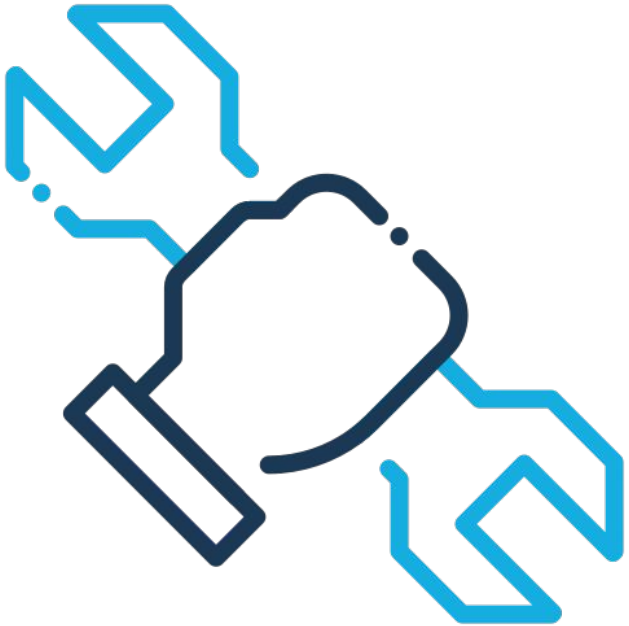



The Word File Anonymizer: Step 1: Anonymize

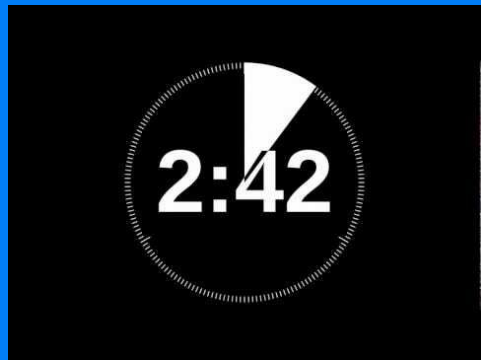



The Word File Anonymizer: Step 2: Put names back

## You're intrigued by AI – but you're *also* concerned



What was your biggest takeaway? Any other questions?



# Would you like a Claude Bootcamp?

A. I’d definitely sign up!
B. I might be interested.
C. Nope, not for me.

# What's next?

Through November 15: AI Language Club Housewarming Party

November 24, 9 AM - 7 PM CET: insiders office hours

November 16 - 30: AI Language Club All-in-one Pass on sale

November 27 - December 1: insiders Black Friday annual offer

December 10, 6 PM CET – Next insiders webinar (tentative)

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