

DEMYSTIFYING THE TRANSLATION PROCESS



A STEP-BY-STEP GUIDE FROM START TO FINISH



1

The client speaks with the translation agency to discuss details of the project, including deadlines and any unique specifications. If you're unsure about how much to translate, or what exactly to translate, don't worry, we can assist with that too.



2

The translation agency will review the materials. As we see what software, topic, volume, graphics need to be done, we'll develop an action plan, too.



3

We select a team ad hoc to your needs. Translator, proofreader and desktop publisher if necessary. Professionals with native fluency in the target language and expertise in your topic's field.



4

Some projects justify the development of a glossary of terms to reference throughout the translation process. Once some key terms have been agreed upon, the translations team will find the right balance of localized and globalized translation for your materials as per your business needs.



5

We edit your project. Using a second set of professional eyes, we check for grammar and syntactical errors. We then share the edits with the original translator. He or she will make additional edits before we send it to your designated person.



6

The client (that means you) approves the project as is or reviews the translated document. If needed, we make adjustments or clarify new adjustments to the document.



7

Our teams work with your original files, they type on top of the English editable version, for example. They adjust format matters when there is expansion of words. In languages such as Arabic, we must recreate the entire piece since it is read from right to left.



8

When you rely on us for the graphics as well, we insert the approved translated copy, draft a proof, and then adjust as necessary. Items we check for include: layout, fonts, names, hyphenation rules, to name a few.



9

The project is delivered to the client. We stick to your deadline and to the firm estimate.

