

DOCUMENT TRANSLATION

What's this? Any project that involves straightforward translation of a text document, most often Microsoft Word.

When you reach out to your translation company for a document translation estimate, there are a few things you can do to make the quoting process even easier.

Before requesting a quote, check the following:



1 Do you have source files available?

It's always best to have original source files on hand, like Microsoft Word documents or PowerPoint presentations. With source files, it's easier for us to get a clear idea of the word count, and to get everything in shape in the final translations. If you don't have source files (only PDFs or hard copies, for example), it's no problem - we can re-create the source files and add this service to the quote.



2 Is the formatting correct?

Remember: if your font/color scheme/layout aren't exactly the way you want them when the translation process begins, there will be corrections to make in every language after the translations are complete. Cut down on editing time by making sure your source file looks exactly the way you want it to look.



3 Do you have live page numbers/table of contents?

For multi-page documents in Microsoft Word, if you need a table of contents and page numbers, use the software to create them "live" so they can be updated easily (or automatically) in every language. Translating from English into just about any other language will make your text longer, and having to re-number all those pages by hand is something you (and we) want to avoid. If you don't know how to do this, we can help!



4 Will you need language identifiers?

Your documents may come with an alpha-numeric code in the header or footer, for reasons of version control. If you work with multiple foreign languages and updates, it's advisable to include a simple language code in your versioning system - it could be as simple as SP for Spanish, FR for French, JA for Japanese, etc. If you need language identifiers, let us know what they are, and we'll make sure they're in place in your translations.



5 What's your timeline?

Every TrueLanguage quote includes an estimated turn-around time, based on the use of a two-person translation team (translator and reviewer). If you have a set deadline or scheduling needs, let us know. One major advantage of our translation process: we can adjust it to accommodate your schedule, without compromising our quality standard.

