

# MarkeTips

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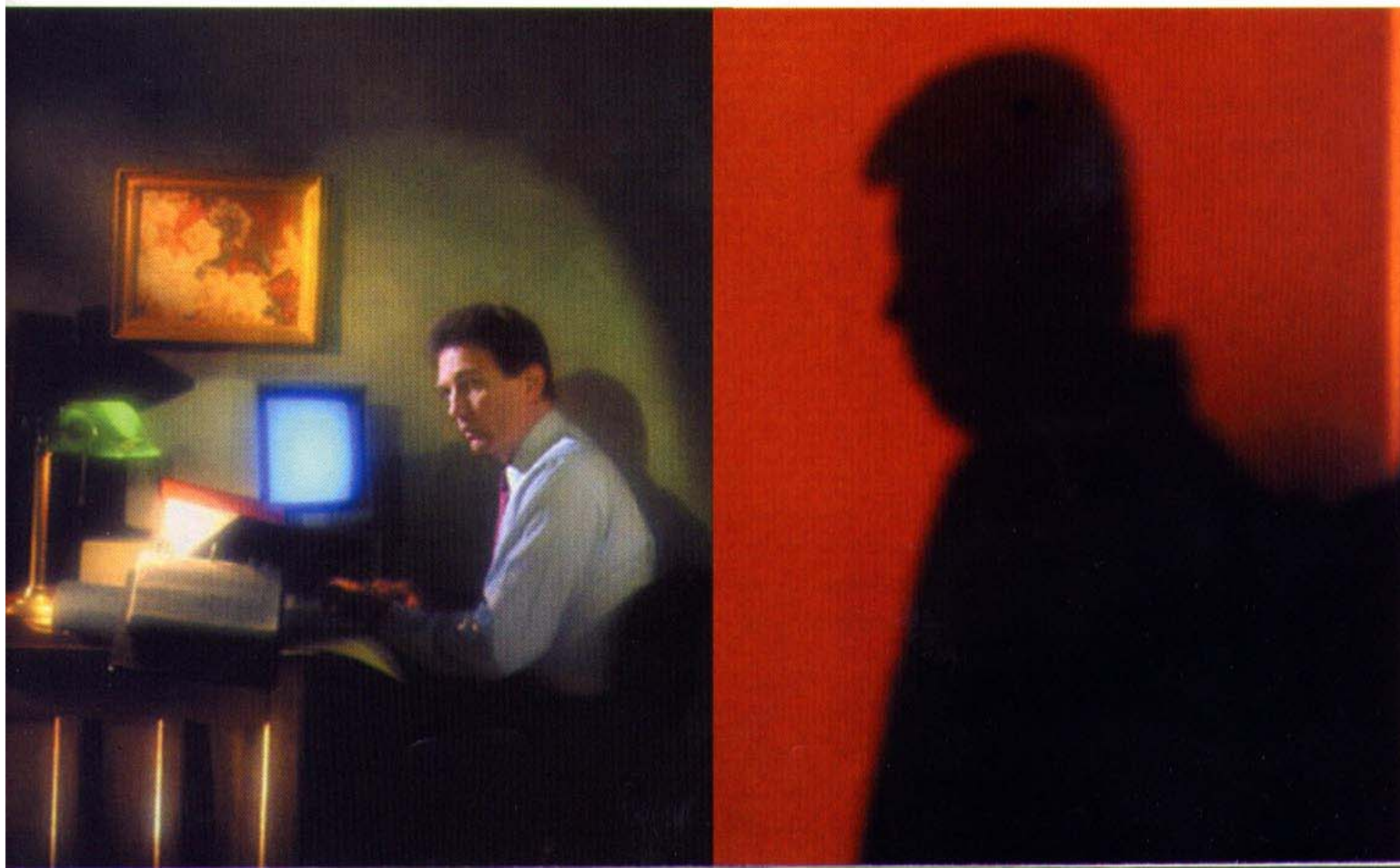
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Securing Our Freedom



A dense thud echoes throughout the office hallway. A shadowy figure emerges from the distance and walks into the light. What appears is a middle-aged man dressed in an inexpensive suit in need of ironing. He walks hastily through the hallway, pushing coworkers left and right, grasping tightly a worn manila folder containing ostensibly important documents. The man bursts through a door marked "language services". A thin, pale looking fellow is nervously sifting through documents in a desk drawer and is startled by the man's sudden appearance. 🖱

# found *in* translation





The man bellows, "Johnson, I need these documents translated into five languages by 4 p.m. Monday!" The man exits, slamming the door on his way out. Johnson runs his pale fingers through his thinning mane. He mumbles,

"how am I going to get this job done and in time?" At that exact moment, Johnson spots the latest issue of MarkeTips on his desk. He quickly moves everything aside and grabs the following checklist.

## Translation Project Preliminary Checklist

The following checklist can be extremely helpful when preparing documents and allocating resources for a translation project.

### Objectives

#### *Type of service*

Translation

Multilingual Desktop Publishing

Both

Final output (file type, reference hard copy, camera ready, pdf)

#### *Timeframe*

Are the source language files or documents approved and ready for translation?

Are the materials available in electronic format?

What software application was used to create the source language files?

PC or Mac platform?

Word count?

Has your agency translated similar materials before?

If so, do you have access to a glossary of preferred terms?

#### *Target languages/Target audience*

Determine the target audience and languages.

Determine the register (i.e. reading level) of the target audience.

#### *Revision process*

Will you have the translated materials reviewed by an internal or a third-party reviewer?

Who will coordinate the review process?

### File Preparation

#### *For translation*

Create a list of files that will require translation.

Classify the files by type and determine the order in which they should be completed.

#### *For desktop publishing*

Create a list of graphic files that will require translation.

The text in these files should be editable.

The multilingual desktop publisher will need you to provide fonts used to create the original graphics.

#### *Basic guidelines – Daily output*

Translation: 1,500-2,000 words per day

Editing/Proofreading: 4,000-5,000 words per day

#### *Translation memory (TM)* Consider using TM if applicable.

By utilizing translation memory software, translators are able to analyze files and identify what percentage of the content requires translation. Redundant text can result in substantial cost reduction and decrease the overall duration of a translation project.

Translation memories offer dramatic productivity and efficiency gains on translation projects as they improve quality and consistency. A translation memory acts as a repository that stores a translator's past work. The translator retains full control over content and quality while the database relieves the burden of repetitive work and time-consuming terminology searches or searches for changes to update revised documents. These source-target language repositories are updated and maintained throughout the project, to ensure consistency across the client's documentation.

Stay tuned to MarkeTips for more information on our Language Services offerings featured in our upcoming September issue!

For more information on GSA's Language Services Schedule, please contact:

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