text & form

WRITING TRANSLATABLE TEXTS

WRITE UNDERSTANDABLE TEXTS

Write in a clear, disctinct matter and avoid superfluous information.

RESPECT EDITORIAL GUIDELINES

Heed phrase patterns and structures, use approved terms and adhere to specific syntax.

MAKE USE OF FORMAT TEMPLATES

False formatting leads to erroneous tags in the translation management system and could ruin your file structure.

USE THE SPELLCHECKER

Every spelling or punctuation error will cause subsequent errors in the target languages.

YOUR CHECKLIST

CREATE A LIST OF ABBREVIATIONS

Unknown abbreviations might be misunderstood by the translators and incorrectly translated or not translated at all.

MAKE YOUR TERMINOLOGY AVAILABLE TO YOUR VENDOR

Or, perhaps you will need to create a terminology database from scratch?? Then you will need to determine approval level for various teams. Consider using a terminology management solution.

DEFINE TEXTS AND PROPER NOUNS THAT SHOULD NOT BE TRANSLATED

This allows specified texts and terms to be excluded from translation and ensures that the translator cannot change them.

USE CULTURALLY NEUTRAL SYMBOLS AND GRAPHICS

Have you made sure that all pictograms are suitable for the target culture?

CREATE A TRANSLATION GUIDE

Similar to the editorial guide for your in-house teams, but for the target languages.

AVOID CHANGING THE SOURCE MATERIAL

Supplementary changes in the source material cause inconsistencies and can lead to a bottleneck situation in the workflow.

Do you have questions about preparing texts and files for translation? Contact us.

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