LocTeam
since 1990

Process Book Translation

Assessment of Material

1. Material analysis
2. Determining the suitability of using Computer-Assisted Tools (CAT)
3. Estimate and definition of schedule

Translation

1. Creation of style-sheets
2. Translation *
3. Copy-editing against the original *

   * These tasks are performed by professional translators, native speakers in the target language with long-term experience in the subject matter.

Typesetting

1. Layout design, if requested
2. Typesetting and copy-fitting
3. Image retouching and picture processing (maps, graphics, logos, tables, etc.), if required

Proofreading

1. Proofreading
2. Consistency check across languages (multilingual projects)
3. Update of Translation Memory (TM), if a CAT tool is used

QA & Printing

1. Final check of layout
2. Creation of final PDF
3. QA - quality check on PDF file
4. Plots check