IDIOMAS

TRANSLATION MANAGEMENT WORKFLOW

Project requirement analysis and briefing with client

Economic requirements and other priorities (deadline and purpose of the document)

Preliminary file analysis (layout, font, management of non-editable parts)

Creation of a pre-processed file, suitable for the translation process - Computer-Assisted Translation (CAT)

Workflow approval (Translation + Editing + QA + DTP or other)

Verification of word count and correct file processing

Contact of suitable linguists and specialists in the project's field of interest

Issuance of the Purchase Orders

Support by the project manager to resolve any text-related doubt or provide consultation

Editing and performance assessment phase

Final Quality Assessment and Approval

Final Proofreading

LSO (Language Sign-Off): validation of the final PDF executive file or when the text is subject to high-visibility or publishing