

GENERAL REVIEW

Consider these things before starting a project

Missing fonts

- No
- Yes -> Request them from the client

Missing links

- No
- Yes -> Request them from the client

Target languages*

- European
- Arabic
- Asian

*The amount of work may vary depending on the target language.

Interactivity

- Interactive objects
- Interactive PDF

Are the versions of PDF, INDD, and IDML the same?

- Yes
- No

PRE-TRANSLATION

When preparing files for translation, decide on the following

Text in links

- Do not prepare
- Prepare in a bilingual table
- Prepare directly in the file

Text on interface screenshots

- Do not prepare
- Prepare in a bilingual table
- Prepare directly in the file

Text in outlines

- Do not prepare
- Prepare in a bilingual table
- Prepare directly in the file

Segment breaks

- Fix
- Leave as is

Tables created with tabulation

- Convert to real tables
- Leave as is

Blocked content

- Unblock
- Leave as is

Text on the pasteboard

- Delete
- Hide
- Leave as is

POST-TRANSLATION

When preparing the final file after translation, decide on the following

Are the original fonts suitable for the target languages?

- Yes
- No

Can the text format (font size, spacing, etc.) be modified?

- Yes
- No

Which PDF should be printed?

- High quality
- Low quality