Document Translation Checklist

Every detail counts when you are preparing documents for translation, whether it's the design, how text is spaced, or how you hand over your documents, this checklist is designed to help businesses and teams prepare documents for translation:

Finalize the Content

- [ ] Proofread and edit your documents thoroughly.
- [ ] Ensure the content is complete and free of typos.
- [ ] Confirm that no further revisions are expected.

Send Original, Editable Files

- [ ] Locate and send source files (Word, InDesign, Photoshop).
- [ ] Avoid sending scanned documents or uneditable PDF's whenever possible.
- [ ] Ensure that the files are legible and cleanly formatted.

Format with Translation in Mind

- [ ] Leave extra white space to accomodate for text expansion/contraction.
- [ ] Review layout elements like tables, graphs, and sidebars.
- [ ] Consider using professional desktop publishing services if needed.

Interpreters and Translators, Inc.
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Call us:
860-647-0686
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Document Translation Checklist (continued)

Translation Management System (TMS)

If you haven't had documents translated before, you may need to provide additional information to ensure accuracy and consistency. iTi uses a Translation Management System (TMS) to streamline translation projects, capturing key details like industry-specific terminology, formatting preferences, and do-not-translate lists, all while tracking progress and deadlines. This allows us to deliver translations that align with your brand and meet your goals every time. Additional information you may want to include:

Provide Subject Matter Information

- [ ] Share a brief overview of your company and the document's purpose.
- [ ] Clarify the target audience and desired messaging.
- [ ] Include notes on any unique or complex topics.

Translation Glossary and Style Guide

- [ ] Include company-specific terminology and product names.
- [ ] Identify what words should remain in source language (do-not-translate terms).
- [ ] Define tone, voice, and formatting preferences.
- [ ] Review and update the glossary regularly.

Best Practices for Document Translation

Consistency is key in document translation. While it may be tempting to split up the work to try and save time, doing so can lead to inconsistencies in tone, terminology, and flow. So we recommend assigning your projects to one team or translator, and avoid dividing related documents. Also work closely with your language service provider and maintain open communication throughout the project. iTi assigns a dedicated project manager who can ensure a smooth, accurate, and unified translation from start to finish.

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