

Translation & Typesetting Process

Translations

Our standard translation process is as follows:

1. Receipt of a document for translation from client.
2. Calculating total words and estimate cost and timeline and then send quote to client
3. After getting approval from client on the quote, contact NAATI translator with the required language in a relevant industry to assign the job.
4. Once the translation is done by NAATI translator, the document will be then forwarded to another NAATI translator for back translation or checking depending on the request of the client.
5. Translator and back translator (or checker) will communicate on any discrepancies and agree on accuracy to make sure the document is translated precisely and the meaning is in context with the original document.
6. Document will be then designed exactly the same way as the original document client sent (please see Typesetting process for details)

Typesetting

The process for the typesetting of translated documents is as follows:

1. Request Design file (in source language) from client. Design file should come in as a package with all fonts and image links. A PDF is also required to cross check for quality control purpose.
2. Designer then liaise with client to confirm the design file before starting the typesetting.
3. The translation is typeset into the design file. Designer makes sure that the translated artwork is consistent with the original language document.
4. Design then send the low resolution PDF to translator for a quality control check.
5. After receiving feedback from translator, designer will make changes if required.
6. A low resolution PDF will then be forwarded to client for their review and sign off.
7. Once client approved, designer will make high resolution print ready PDF.

Translation Duration:

Word count	No. of pages (approximate)	Translation duration
Less than 500	1	1 working day
500 – 1,000	2 – 3	1 – 2 working days
1,000 – 5,000	3 – 12	2 – 4 working days
5,000 – 10,000	12 – 25	4 – 9 working days
10,000 – 20,000	25 - 50	9 – 22 working days