STAR Translation Services Dublin

Formatting Guidelines

for

Translation Workflow Compatibility

General

On the following pages you will find guidelines for preparing documents in a way that allows for optimum processability in a modern, computer-aided translation workflow.

Please adhere to these guidelines when creating files to be translated into foreign languages. Otherwise, increased efforts and costs will be caused further down the process chain.

If you have any questions regarding these guidelines, please contact

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Contents

Generally speaking, the documents sent to STAR for translation should be finalized, i.e. text, images, page design etc. must have been approved and released for translation. Changing the original documents after translation has started will cause additional efforts and costs.

1. White space

Compared to English or German, many languages require more words to express the same meaning. For example, Italian or French will expand by 20 – 25%. Therefore, when designing the layout for a publication, make sure there is sufficient white space on the page to accommodate for the text gain caused by translation. This is also crucial when designing tables or sizing text frames. Ideally, all text frames should be enlarged to the maximum size permitted by the page layout.

2. Print-related settings

Make sure that all print-related settings are correctly configured for final print production. These include:

- Color values
- Overprint and knockout
- Printing and non-printing colors / layers
- Bleed
- Etc.

During the translation process, all print-related settings from the original file will be migrated to the target language files. Thus, incorrect settings that have to be rectified in the original will result in substantial effort for the target languages.

3. Line breaks

Do not insert hard line breaks (carriage returns, Alt010) within sentences or headlines. If manual line breaks are required within sentences or headlines, please use soft line breaks (Shift+Return). It is OK to insert hard line breaks between headlines and paragraphs or between individual paragraphs.

Reason: All translations are done with a Translation Memory system on a sentence basis. The system splits the text into smaller units ("segments") based on punctuation marks (.!?:), structural and formatting info such as hard line breaks. A hard line break within a sentence causes the sentence to be split up inside the Translation Memory system, making translation difficult for the translators.

4. Indents

Do not use blanks or tabs to create indents or to position text on the page. Please use paragraph properties for positioning text and for creating indents.

Reason: The target language text might be longer than the source text, causing undesired changes to the text flow. In addition, tabs will be represented by a tag in the Translation Memory system which affects the re-use rate of existing translations.

5. Capital letters

Do not use electronic „All Caps" in your documents to capitalize letters.

The All Caps feature will make small caps letters appear as capitalized, even if they are not really uppercase.

In the TMS, however, the letters do not appear as capitalized and thus the translator might choose to use small caps in the target language, too. Depending on the language, some letters might not exist as uppercase letters, resulting in problems in the target language layout.

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6. Text in graphics

Do not place texts that to be translated inside graphics files. Use text frames instead.

Reason: The Translation Memory system cannot access text that is embedded in graphics. The text will remain untranslated or STAR DTP staff has to make the text accessible prior to translation.

7. Tables

Do not use tabs to create table-like structures. Please use table functions for inserting tables.

Reason: The Translation Memory system imports the text line by line and will not group contents of table "cells" together, making it difficult for the translator to create a coherent translation.

Layout software:

Working➜ ➜	➜ Measuring➜	➜ Continuous➜	➜ High-quality ¶
range➜ ➜	➜ accuracy ➜	➜ measurement➜	➜ storage bag

Translation Memory System:
Working\<Tab>\<Tab>\<Tab>Measuring\<Tab>\<Tab> Continuous\<Tab>\<Tab> High-quality\<85>
range\<Tab>\<Tab>\<Tab>accuracy\<Tab>\<Tab> measurement\<Tab>\<Tab> storage bag\<86>

8. Cross references, index entries

If possible, place cross references and index entries at the beginning or at the end of a sentence.

Reason: Cross references and index entries will be represented by tags inside the Translation Memory system. These tags are easiest to handle for the translator if placed at the beginning or end of the sentence.

9. Hyphenation

Avoid manual hyphenation. Use automatic hyphenation instead.

Reason: Manual hyphens can cause a reduction in the re-use rates of existing translations.

10. "Hidden" text

Avoid text outside of the page area, e.g. comments, instructions, "leftover" or "duplicate" text frames etc. If any comments are required, please place them on a separate layer. Unused text on master pagess, lorem ipsum or other "dummy" texts should also be deleted prior to translation.

Reason: Even if these text frames will not print, they will be imported into the Translation Memory, causing additional translation cost.

11. Layers
It is important to create separate layers for imagery, text and comments. The image layer contains all images and text that are identical for all language versions. The text layer contains all text to be translated. The comment layer contains comments for other process partners.

12. Colors
Define and name your colors unambiguously. If you plan to use black plate change in the printing process for different language versions, make sure to assign a unique (spot) color to all translatable text and name the color accordingly, (e.g. "text_black" or "text_color". This allows the translated text to be printed separately from black color in images or black page objects that do not have to be translated.

13. Fonts
If possible, use OTF fonts with extended language support so that all target languages can be displayed.

14. InDesign version
Please contact us for coordination before the project starts.

15. Typographic requirements
If there are special typographic requirements, e.g. regarding quotation marks and apostrophes (typographic vs. "straight"), spaces (regular space vs. em space), please communicate those to STAR.

16. Terminology
Use words consistently and avoid synonyms. This will help to make the translations more consistent and increase re-use rates from the Translation Memory.

17. Style
Avoid lists within a sentence.
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Example:
You will find
- Mains cable
- Charger
- Batteries
- Protective cover
inside the transport box.

Reason: Grammatical and syntax rules will make it necessary to change word order for some target languages. This causes the Translation Memory to be "out of sync".

Better:
In the transport box, you will find
- Mains cable
- Charger
- Batteries
- Protective cover.

18.   Adobe FrameMaker – Best Practice

Adobe FramaMaker is popular for designing books and manuals. Here are few top tips we recommend.

- It is advisable not to put index entries in the middle of sentences / words as it can cause problems for some translation systems.

- Create a book if your documentation consists of several chapters / files. Books are easier to manage.

- Link to graphics rather than embedding them. Embedded graphics are difficult to translate.

- Don't use graphic text in graphics, use callouts instead. They are easier to translate and easier to understand for users.

- Use paragraph styles

- Use automatic TOC

- Use automatic Index

- Use automatic cross-references

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