



InDesign TRANSLATION SERVICES GUIDE

- For Business & Professionals -



- A PUBLICATION OF AFFINITY TRANSLATION -

Introduction to Adobe InDesign Translation Services

The InDesign desktop publishing application by Adobe is one of the most widely used software applications for creating professionally formatted documents. Companies, professionals, and organizations of many types use InDesign to format and publish a wide variety of documents including promotional materials, reports, and manuals, to mention just a few.

When documents are formatted using InDesign and put into use, either electronically (e.g., online) or printed, these formatted documents often then become original source material. Notes or other inputs used in the preparation of the InDesign formatted publications might not be retained in any organized way. Eventually when the need arises to make documents available in a different language, InDesign formatted documents are sometimes the most logical candidates for translation.

Abastecimento e petróleo



SISTEMA DE QUALIDADE
REGISTRADO
NA ISO 9001:2008

NSF

UL **F M**

CE

A OCV possui uma longa história no fornecimento de válvulas de controle para sistemas de manuseio de petróleo e abastecimento para a aviação. Os modelos de válvula apresentados aqui lidam com os problemas hidráulicos típicos encontrados em tais sistemas. A válvula de controle OCV é projetada para e pode ser prontamente adaptada para realizar inúmeras funções de controle e não está, portanto, limitada a estes modelos. Fique à vontade para entrar em contato conosco para discutir suas exigências específicas.

Comprometidos com o trabalho que fazem, nossos funcionários têm uma média de mais de 15 anos de serviço. Esta riqueza de conhecimento nos permite o fornecimento de engenharia de qualidade, suporte especializado, controle exigente e o know-how para criar válvulas conhecidas por sua longa vida útil.

Ser certificada pela ISO 9001 significa que estamos comprometidos com um programa de garantia de qualidade. Nossa política é de fornecer a cada cliente produtos de qualidade consistente e assegurar que o processo esteja certo a cada vez. Nossas válvulas atendem e superam os padrões da indústria em todo o mundo.



Controle de descarga da bomba

O objetivo principal do controle de descarga da bomba é minimizar os aumentos repentinos na partida, abrindo lentamente e eliminar o fluxo de retorno fechando rapidamente no desligamento da bomba.

Modelo 120-6

- Abre-se lentamente na partida da bomba
- Limita o taxa de fluxo para manter a bomba em sua curva
- Fecha-se rapidamente no desligamento da bomba

Modelo 94-1QC (mostrado)

- Abre-se lentamente na partida da bomba
- Fecha-se rapidamente no desligamento da bomba



Controle de filtração de combustível

Instalados num separador de filtro, os produtos a seguir funcionam juntos para assegurar o objetivo principal do principal separador: a retirada da água do combustível.

Modelo 119

- Fecha-se para interromper a descarga de combustível quando houver água
- Disponível com o recurso de retenção de fluxo inverso (modelo 119-1)

Modelo 119-5 (mostrado)

- Limita o fluxo de acordo com a capacidade nominal
- Fecha-se para interromper a descarga de combustível quando houver água
- Disponível com o recurso de retenção de fluxo inverso (modelo 119-15)



www.controlvalves.com
(918)627.1942
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*Example
InDesign
Translation
Project*

*- Brazilian
Portuguese*



Project Summary

- *Translation Word Count: ~2400 words*
- *Pages in Finished Document: 8 pages*
- *Design Software: InDesign*

Translation & InDesign Formatting Are Separate Services

Translation services are performed by professional translators (linguists) that routinely work with language. Translators typically work independent of detailed formatting.

Specialized document designers (desktop publishing specialists) can take the translated text produced by translators and then place the text back into the InDesign environment. A finished formatted document in the specified new language is then the result.

Translation clients sometimes think of these independent services as occurring at the same time. However, in most cases, translators are not document designers, and vice versa.

Translation clients have the option of providing an InDesign formatted document (in the form of a PDF) and receiving back only the text translated without formatting. Clients can then handle placing the formatted text back into InDesign. Or at the client's option the translation company can provide the service of InDesign formatting in addition to translation.

2014

« **LA COMPAGNIE** »

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Procédés
de Grues
D'Entreprise**

*Example
InDesign
Translation
Project*

*- Spanish
& French*



Project Summary

- *Translation Word Count: 97,000+ source words to French and Spanish*
- *Pages in Finished Document: 412 pages*
- *Design Software: InDesign*

How Translation Companies Work

Translation companies such as Affinity Translation typically work closely with a number of project-tested translators. Each translator has particular areas of specialization depending on their background, education, and interests. This allows translation companies to assign each project to a translator that is well suited for the subject matter of a project (e.g., technical, business, marketing, et. al.).

Translation companies also provide the additional advantage of having a defined quality control process. Post-translation proofreading by a second translator is one such quality control measure that translation companies can provide. In all cases translators must be native speaking in the target language (the language translating into).

InDesign publications can be translated into virtually any language. Some of the most frequently requested languages for translation are:

- French
- Spanish
- German
- Russian
- Italian
- Portuguese
- Arabic
- Chinese
- Japanese
- Korean

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Example
InDesign
Translation
Project

- Simplified
Chinese



Project Summary

- *Translation Word Count: ~700 words*
- *Pages in Finished Document: 2 pages*
- *Design Software: InDesign*

Requesting A Quote For InDesign Translation

InDesign translation project, whether large or small, begin with a quote. Quotes answer the questions “how much” and “how long.”

Translation work is most often priced on a per source word basis. InDesign formatting is priced on a per page basis. Quotes list a line item for translation and a separate line item for InDesign formatting.

How to Request A Quote:

To request and receive a written quote for translation of InDesign documents follow the steps below:

1. First email Affinity Translation a PDF version of the InDesign file. Our email address is: info@affinitytranslation.com. If the PDF file is too large to email then the file can be uploaded using the following link:

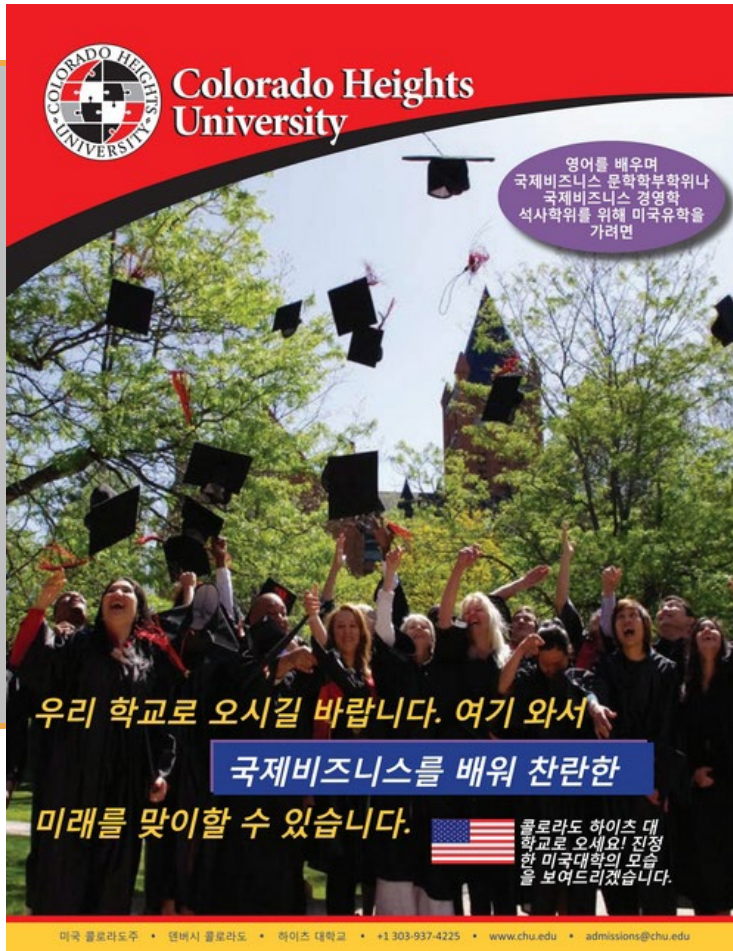
<https://spaces.hightail.com/uplink/Affinity-Companies>

(continued next page)

Requesting A Quote For InDesign Translation (*cont'd*)

2. Using the PDF file, we'll extract and calculate a document word count to prepare the quote.
3. Please indicate the desired target language(s) to quote for translation in your message. Each language has its own per word rate.
4. A written quote will then be emailed to the requestor. If the quote is approved then the project can begin immediately.

Note: The existing InDesign source file set in English will be requested to begin the project once the quote/project is approved.



Example
InDesign
Translation
Project

- Korean



Project Summary

- Translation Word Count: ~1200 words
- Pages in Finished Document: 4 pages
- Design Software: InDesign

InDesign Translation Workflow

Send us your English Adobe InDesign documents. We'll send them back to you in your specified target language(s). It doesn't get any easier or less complicated than that. There's no need for you to worry about learning new processes, tools, or methods. We handle everything. You avoid unneeded complications, and can stay focused on what it is you do best (which is presumably not [translating and formatting InDesign documents](#) in unfamiliar languages).

Send Us File(s)

1) In order to provide a quote for translation of an InDesign document we request that you first send a PDF export of the InDesign file. Client questions in some cases precede the receipt of a PDF for quoting. If you have questions you're encouraged to send them to us via email or telephone during regular business hours. [See contact information](#).

File Analysis

2) Once you send us a PDF we'll prepare an analysis of the file to determine the total number of words to translate. The analysis also indicates if any text repetition is present. Text repetitions can lower your translation costs. Translation is priced based on the number of words. InDesign formatting in the target language is priced on a per page basis.

Quote Preparation

3) A written quote is prepared and then emailed to you. If you approve the quote we'll begin the project.

InDesign Translation Workflow (cont'd)

Text Translation

4) Translation services occurs independent of InDesign formatting. InDesign document text is extracted from the InDesign environment prior to translation. Translation can then occur using professional translation tools that enhance translation quality and minimize project costs for customers. Once translation is complete the translator's work is proofread by a second translator as a quality assurance measure.

InDesign Formatting

5) Translated and proofread text in the target language is then put back into the InDesign document. Manual formatting adjustment occurs by our InDesign formatting technicians. The original document formatting is retained although some visual differences might be noticed in text positions since some languages require more, or less text, relative to English in order to express equivalent meaning.

Final Revision

6) A PDF export of the newly translated and formatted InDesign document is then reviewed a final time before delivering the entire project to to you. Normally an InDesign translation project is complete at this point, although your can request adjustments (if any, for whatever reason) and in those cases an additional final version is prepared and delivered to you to complete the project.



Example InDesign Translation Project

- Arabic

نظام (LowCam) للفحص أسفل المركبات يساعد أهل مدينة نيويورك في رفع الروح المعنوية الأمريكية من جديد.

النظام أثبت أنه الأكثر جدارة ومرونة خلال إنشاء مركز التجارة العالمي

بعد الهجمات التي طالت برجين الجنوبي والشمالي لمركز التجارة العالمي في الحادي عشر من أيلول/سبتمبر 2001، لم يكن هناك أدنى شك في أن مدينة نيويورك وكذلك الشعب الأمريكي لن يتراجع عن إعادة بنائها، وحتى الآن، لا يزال الكثير من مهندسين من السرعة التي تمت بها عملية البناء.

فمع بدايات عام 2002 كانت مخططات إعادة إعمار الموقع الرمزي البالغ مساحته 16 هكتار في مهبان، قيد الإعداد، وفي 4 يوليو 2004 نقل 20 طنًا من أحجار الجرانيت إلى الموقع وبعد تأخر دام أسبوعين شهرًا وفي 27 أبريل 2006 أزيح الستار عن بدء عملية الإنشاء رسميًا.

منذ أن وقع الاضرار بالنت عملية إعادة البناء في منطقة جراند زبرو، من أكبر مشاريع الإنشاء في الولايات المتحدة الأمريكية إن لم تكن في العالم بأكمله، فهؤلاء المسؤولين عن عملية إعادة البناء وتحديث العاملين في هيئة ميناء نيويورك / نيويورك، وكذلك دائرة شرطة نيويورك لم يدخروا أي جهد في سبيل جعل موقع الإنشاء، هو الموقع الأكثر أمانًا والأفضل حماية على الإطلاق.



عمدة مدينة نيويورك مايكل بومسوج وبحافظ ولاية نيويورك جورج باتلي وسفراء ولاية نيويورك جيمس ماكغريفي، يمشون بالنظام من عبر الزاوية برج الحرية، 4 يوليو 2004

Case Study • April 2014



Project Summary

- Translation Word Count: ~1000 words
- Pages in Finished Document: 4 pages
- Design Software: InDesign

- Legal
- Technology
- Marketing
- Medical
- Manufacturing
- Elearning/Education
- Financial
- Video

A few industries and application sectors that traditionally require frequent translation services.



“The difference between the right word and the almost right word is really a large matter — it’s the difference between lightning and a lightning bug.”

MARK TWAIN

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