

# Guidelines

## for translation reviews by local market units

Version 1.1 | 2015

Text category: Technical documentation

### Preface

In many cases, translations are being handled centrally within an organization whereas the experts for a particular target market (with skills in the target language) are located in their respective regions.

This document is intended to facilitate the efficient review of a translated document by a subject matter expert within your organization (usually from product, sales or marketing management) through offering suggestions and by applying guidelines that have been proven successfully in the past.

### General remarks before you start the review

The content/document that you will be receiving or that you have already received is a foreign-language version of the original publication. It has been translated into your language and revised by experienced technical translators and proofreaders. This means that both the structure and the content of the text correspond exactly to the structure and the content of the original text. The document has neither been localized nor adapted.

The purpose of a review by you as an expert for your products and the respective target market is to optimize the quality of the translated document. Quality in this regard is defined as correctness in terms of meaning and contents plus the usage of the correct/approved terminology – your specialised vocabulary.

We aim to make the review process as smooth and quick as possible for you. For this reason, we usually provide the text to be reviewed in an online tool or in a well-prepared standard file format like .rtf, .docx, etc.

In cases where this is not possible for technical reasons, you will receive a PDF document to review. Please insert your changes and comments directly into the PDF using commenting tools and do not record errors in a separate document. Further below in this document you will find detailed instructions on how to insert comments in a PDF file.

After your review, we will assess your changes and adjust the translated document accordingly. For an efficient workflow, it is important that your changes are clearly and unambiguously described. Please do not deliver changes in handwriting on printouts or in separate documents.

## Correctness of meaning and contents

Translations nowadays are mainly being processed with Translation Memory software, i.e. a tool storing previous translations so as to re-use them when relevant, thus avoiding inconsistencies from one text to another plus increasing turnaround times and reducing cost. These tools all work on a segment level (mostly sentence level) and only if the segment pairing of source segment / target segment is maintained, these benefits can also materialize in the future.

As such, it is important that you do not add or delete any parts of the translated text that carry meaning. Check for overall clarity and understandability of the document. Please keep in mind that style of speech usually is a subjective issue and that rewriting the text to your personal preference would require additional time on both ends and add unnecessary additional expenses.

However, we always welcome general feedback on style in order to take this into consideration for future translations. This way your team's style preferences can also be reflected more and more in our translations. Please provide general feedback and/or preferences regarding style in a separate document.

## Terminology










In most cases, your specialized vocabulary has been approved and released in advance. As such, terminology should be modified only if a term is wrong or not understandable (please indicate the requirement of change throughout the entire document if applicable). In case you do not already have access to the applicable terminology database (via a dedicated application or from your company's intranet), please get in touch with your project contact.

Please resist the temptation to request changes to synonyms or alternative wording. This will help to avoid unnecessary additional expense.

## Grammar and spelling

In general, the translation delivered to you for your review should be free of formal errors. However, if you spot grammar, spelling or punctuation errors, we would appreciate it if you could point them out in a comment, so that we can correct them before the final release.

## Summary

-  Please focus on verifying that the translation is correct regarding meaning and contents.
-  In case you know the source language, it is recommended to compare the translation against the source language text.
-  Please verify that the approved terminology has been applied consistently.
-  Please indicate any spelling or punctuation errors that you come across.
  
-  Please do not rewrite the translation for purely stylistic reasons.
-  Please do not add or remove text.
-  In case you are able to compare the translation against the source language text, please do not alter text in a way that it doesn't exactly match the meaning of the source.
-  Please do not change approved terminology.
-  If you feel that a term should be changed, please get back to us so that we can discuss if a change is possible and what impact it might have on other content/materials.

We would like to emphasize again that we appreciate your feedback and rely on it in order to constantly improve the quality of our translations for your communication. By following the suggestions in this document we can optimize the review workflow in a way that requires minimum effort from you while getting the essential and important feedback to us.

Thank you for your time!

**i** On the following pages please find some useful tips and tricks on how to annotate PDF files.

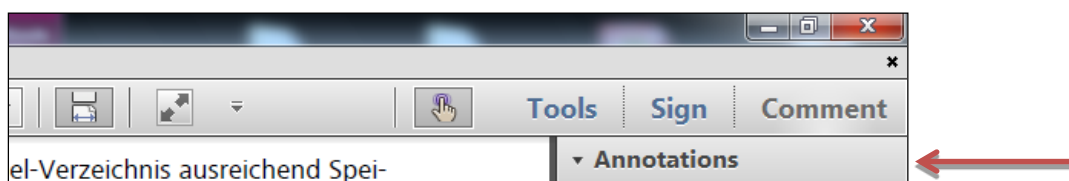
## Reviewing and annotating a PDF document

You can use text edit comments in a PDF with the free Adobe Reader to indicate where text should be edited in the source file. Text edit comments do not change the actual text in the PDF. Instead, they indicate which text should be deleted, inserted or replaced in the source file from which the PDF was created.

In order to do this, many reviewers are still working with sticky notes or the highlighting function but this often leads to misunderstandings, is time-consuming and results in extra costs.

### Working with commenting tools

To ensure your review can be processed smoothly, click on **Comment** in the upper right corner of the page and then on **Annotations**:



Use only the following tools for your review:



Insert text at cursor



Replace text



Strikethrough

In exceptional cases it might be necessary to add a comment using the following icon:



Add note to text

 **Important:**




Please do not work with sticky notes






since they cannot be clearly assigned!

## Instructional details


### Insert text


1. Select the Insert tool  from the Annotations panel.
2. Click between the words or characters where you want to insert text.
3. Do any of the following:
  - o Type the text you want to insert.
  - o To indicate that a new paragraph should be added, press Enter, and then close the pop-up note without adding text. The paragraph insertion caret  appears.
  - o To indicate that a space should be added, press the spacebar, and then close the pop-up note without adding text. The space insertion caret  appears.

### Replace text

1. Select Replace  from the Annotations panel.
2. Select the text to be replaced. Any selected text is crossed out and a pop-up note opens.
3. Do one of the following:
  - o Type the text. The insertion caret  appears.
  - o To indicate that a new paragraph should be added, press Enter, and then close the pop-up note without adding text. The paragraph insertion caret  appears.

### Delete text

1. In the Annotations panel, choose the Strikethrough tool  .
2. Select the text to mark for deletion.

Note: You can also indicate text edits by using the Select tool   
To select text, right-click the selected text, and then choose a text edit annotation.

Thank you for your help and attention!

**i** Please note:  
This document is also available in other languages on request.