



## How To Get The Most Out Of Your Translations

- Review and edit the source document – the English-language document being translated. Typos, inaccurate punctuation and/or sloppy word choice in the source document can change the meaning of the original text in unintended ways and can result in inaccurate or misleading translations.
- Be careful with numbers: 1,107.61 in the United States would be written as 1.107,61 in Latin American Spanish.
- Don't rely on bilingual staff members or acquaintances – anyone who hasn't been trained as a translator. There is too much at risk. Content is typically written by teams of experts, and must therefore be translated by experts with appropriate backgrounds and training who are native speakers of the target language.
- Select a translation service that can offer you translation, editing and proof-reading by separate and independent linguists. Each step should be performed by native speakers of the target language who specialize in the subject matter.
- Also ask the translation service provider about desktop publishing and design capabilities. Being able to support customers with a translated document that is a mirror image of the original English-language document provides their clients a sense of relief – and not every language service provider can do this, and fewer can do it well.
- Create a partnership with your language service provider to carefully create style guides and glossaries that can be used again in the future – to streamline the process and ensure consistency.