

PRE-TRANSLATION FILE PROCESSING FOR DTP

What is it?

- Pre-translation File Processing is the transformation of file formats incompatible with our Computer Assisted Translation Tool into compatible formats.
- It also includes the process of optimising the source files for translation to pre-emptively eliminate any issues that might arise after the Computer Assisted Translation process.
- This service can be followed by Lingo24's <Post-layout Checking> offered complimentary to ensure the accuracy and completeness of the source content resulted after the <Pre-translation File Processing for DTP>
- This service is usually offered prior to the <Full DTP> or <Creative DTP>.

How does it work?

1 component: Pre-translation file processing

- The Pre-translation file processing project is assigned to one Lingo24 DTP specialist.
- The Lingo24 DTP specialist analyses the files and processes them or the parts that need translation into a file format compatible with our Computer Assisted Translation tool.
- The Lingo24 DTP specialist manually extracts the non-editable content (from images or outlined text) into an editable file compatible with our Computer Assisted Translation tool.
- Where requested, the Lingo24 DTP specialist separates the content that needs to be translated from the content that does not require translation.
- When DTP is performed at the client's end, the translated files will be returned to the client without any other intervention from our DTP specialist.
- We follow general client requirements and project-specific instructions provided by the client.

Quality and Scope of service

High-level Error Categories

As per core service package

High-level Error Category Weight

As per core service package

Error Severity Levels

As per core service package

Quality Threshold

As per core service package

Impact on Quality

The service-specific risk factor that can have a negative impact on all quality categories of this service is:

- Manual manipulation of the files

Additionally, human error can impact all quality categories of the core service package.

Adherence to service scope

Adherence to service scope is ensured through:

- Assignment as per criteria listed above
- Briefing process between client and Lingo24 Project Manager
- Briefing between Lingo24 Project Manager and Lingo24 DTP specialist
- Ongoing Query management and Issue Clarification.

Service Prerequisites

- Source file format to be supplied only as:

Software	Extension
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InDesign files	.indd
Frame Maker files	.fm
Adobe Illustrator files	.ai
Quark Express files	.qxd
Adobe Illustrator - Encapsulated postscript	.eps
Adobe Photoshop files	.psd

- Final version of the source file, as per core service package
- Final version of the links (i.e. images in the files)
- Service level-specific briefing process completed, as per core service package
- Receipt confirmation within 1 business day, as per core service package
- Explicit service acceptance within 3 working days, otherwise acceptance is assumed, as per core service package. Customer-specific service acceptance timeframes and criteria can be requested.

Disclaimers of Service

- Following assessment of <Pre-translation File Processing for DTP> requirements, capabilities and capacity, Lingo24 reserves the right to agree one or more of the following:
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 - Longer order confirmation times
 - Longer turnaround times than requested by client
 - To decline requests if no agreement can be reached and service provision cannot be guaranteed (incomplete briefing: missing links, ambiguous information about the content to translate, etc.)
 - To suggest a different service package
- Disclaimers of the core service package still apply.

Service Price

- Based upon a per hour pricing scheme.
- Minimum charges apply.

Service Level & Availability

- All languages
- Output capacity is advised on a case by case basis
- Output capacity is influenced by the complexity of the request
- Default service availability: 24 hours a day/5 days a week