

Process

- Four stage process includes translation and localization, editing and QA, client review
- Translators and editors are university trained and accredited linguists, native speakers of the target language, have appropriate technical background and subject matter expertise
- Designated translation teams lead by an experienced project manager
- Stylistic register of the document to equal reading level of the original (unless specified differently)
- Desktop publishing to match original layout
- Proofreading, verification of terms, proper use of regionalisms and cultural relevancy
- In-house web/graphic design, flash animations, images, scripted programming language
- Complete end user support and training

Terminology management

- Term extraction, research validation, ICE matching, translation memory and glossary maintenance



Web based project management and workflow automation

Technology

- Streamlined translation memory (TM), fully compatible with current industry standard software, TRADOS, DejaVu, SDLX, and others
- Simplified administration with improved quality, lower costs and quicker turnaround
- Web-based client interface
- TransPort project submission & estimate generation via file upload
- Real-time project overview and status reports
- Instant contact with project managers
- Designated workgroups and automated workflow rules
- Online project delivery upon completion

File formats supported

- Include (but not limited to) Adobe CS, CS2, & CS3 (InDesign, Illustrator, & Photoshop), PageMaker, FrameMaker, Quark XPress, Microsoft Office Suite, & HTML, PC and Mac output

Ancillary services

- Language proficiency testing
- Intercultural consulting
- Deaf awareness sensitivity training
- Transcription
- Wiretaps
- Voice-over and production consulting
- Research
- Video-conferencing
- Conference equipment