When submitting files for translation, providing the correct file type is critical for success. An English PDF should be sent for reference (excluding Excel), but the source document is what will be used for the translation process. Below is an explanation of common source file types and how to provide them.

File types that require special packaging:

ADOBE INDESIGN (.INDD)
Send the packaged InDesign file with the fonts and links folder. To do this, open the file. Under the 'File' menu, select 'Package'. Click the 'Package' button on the popup window. Click 'Continue'. Select where you would prefer the file to be packaged to on your computer. Click 'Package'. It is important that these files are packaged this way and not sent as individual files in an upload so that the files link properly when the InDesign file is opened.

FRAMEMAKER (.BOOK, .FM)
To create a package, place all topic, chapter and dependent files in the same folder to its subfolders. Any files outside of the folder will not be included in the zip. With the book in focus choose 'File' > 'Package' and click 'Package'. For more details on this topic click here.

No special packaging requirements:

ADOBE ACROBAT (.PDF)
If your file is a PDF please check with your designer to see what the PDF was created in and send the source package. If no source files exist, the source file can be recreated for an additional fee. If you only need the text translated (delivery will be a plain text file) let you Project Manager know so that we can explore cost effective solutions.

ADOBE ILLUSTRATOR (.AI)
Send the un-outlined (editable) version of the file. This allows us to extract the text and replace with the translation. If only certain text layers require translation, please include this in your instructions.

MICROSOFT EXCEL (COMMONLY .XLS, .XLSX, .CSV)
When sending an Excel file, it's helpful to note whether all or only select tabs require translation. Likewise do all rows/columns require translation? By default, all text will be included in your quote unless noted otherwise.

MICROSOFT POWERPOINT (.PPT, .PPTX)
If there are uneditable images in the file, indicate whether they need to be translated.
If there are speaker notes in the file, indicate whether they need to be translated.

MICROSOFT WORD (.DOC, .DOCX)
Check to make sure that all track changes/comments have been removed before submission. If there are notes/edits that need to remain in the translated version, please advise.

Questions?

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