



Multilingual document management

Midland Technical Translations (UK) Ltd

Professional document management services

Document management is a vital part of your project and includes:

- analysis of the source text,
- conversion of your files and preparation for translation,
- selection of the right linguists to translate and proofread if needed,
- translation and proofreading of your documents,
- quality control here at our head office,
- translation memory creation if a CAT tool is being used,
- glossary management,
- desk top publishing of translated materials if needed,
- managing your archive of translated materials.

Getting the right team and the right tools

Our translation service ensures that your project manager is your named point of contact. They will ensure that the right team of linguists is selected for your subject matter in each language and will coordinate their activity, ensuring that each language is delivered on time to the next part of the process.

We use CAT tools such as Trados where appropriate, with any glossaries or termbases you have provided to ensure consistency of your important terms. If no existing glossary is available, we can create one and add to it for ongoing work.

At the end of the process, we can also undertake DTP (artworking / typesetting) work for you providing a production ready version of your files. *Please see our Guide to multilingual typesetting.*



Handling non-editable files

We work with partners to provide a conversion service for non-editable files, meaning that all the formatting and structure of the original file is retained, but the new file can then be incorporated into a CAT tool translation process to ensure consistency and alignment with other, editable files.

Non-editable files are converted so that they can be opened in MS Word and we endeavour to retain the original formatting and structure as closely as possible.

Applications are of course available which convert files to Word from pdf, but a professional conversion is often necessary to minimise segmentation and retain the correct layout and accuracy of text including images, tables, styles etc. Documents are converted before translation begins so that the final versions have consistent formatting.

If you are interested in converting files as part of your project for translation, please contact one of our team who would be happy to provide more information.

Midland Technical Translations (UK) Ltd
Progress House, Midland Road, Worcester WR5 1AQ
Tel.: +44 (0) 1562 748778
Web: www.midlandtechnical.co.uk