Velior's Translation Workflow

Server-based translation memory

- Stores all project translations in a secure fashion
- Enables the staff to collaborate more productively
- Improves any further translations of a long-term project
- Helps maintain style and terminology consistency for individual customers
- Provides translation backup in case of PC/file crash

1 RECEIPT

- Analyse project request:
  - subject matter complexity
  - suggested deadline
  - availability of translators specialising in this subject matter
- Prepare quote:
  - price
  - deadline

Team:
- project manager

2 PRE-ENGINEERING

- Commit project to the management system
- Process the source files, if necessary:
  - eliminate any incorrect formatting
  - export the text for translation
  - OCR
  - export the text from images
  - divide the text between the translators in a rush translation scenario
- Convert the source files into the translation environment
- Create/choose a translation memory
- Choose a reference translation memory
- Create a schedule

Team:
- project manager
- engineer

3 TRANSLATION

- Work in the translation environment
- View the source documents or any other reference materials
- Search the Internet for any target language reference materials related to this subject matter
- Search the Internet for any source terminology explanations
- Search the Internet for the target language terminology
- Write down and consolidate any queries to the customer
- Consult with the editor
- Compile the project glossary

Team:
- 90% – in-house translators
- 10% – freelance translators

4 INDEPENDENT REVIEW

- Eliminate any mistranslations or omissions
- Eliminate any terminology mistakes or inconsistency
- Eliminate any style issues or inconsistency
- Update the project glossary

Team:
- editor

5 PROOFREADING

- Eliminate any spelling, punctuation, or grammar mistakes
- Check the terminology against the glossary
- Use an automated quality assurance tool such as QA Distiller
- Use proprietary Velior's QA technology

Team:
- proofreader

6 POST-ENGINEERING

- Convert the translation into the final file format
- Desktop publishing (DTP)
- DTP check

Team:
- project manager
- engineer
- proofreader

7 DELIVERY

- Deliver the translation as a zipped file via e-mail
- Invoice the job at the end of the month

Team:
- project manager

Project manager

- Communicates with the customer
- Creates a schedule and ensures compliance with it
- Works with the team to facilitate the translation process
- Supervises the entire process