



Checklist 1

Linguistic:

- ✓ **Client Requirements:** All specific instructions/updates were applied?
- ✓ **Grammar:** Any punctuation/concordance issues? Excessive use of articles/pronouns?
- ✓ **Terminology:** Brand/product names, acronyms, glossary and reference material checked?
- ✓ **Style:** Capitalization (titles/subtitles) checked? Consistent with Style Guide?
- ✓ **Accuracy:** Understanding of lexical/syntactical meaning? Unnecessary addition/omission?
- ✓ **Formatting:** Any codes/tags missing or misplaced? Formatting styles correctly applied?
- ✓ **Country:** Time/date formats, measurements, currency, country/state/city names checked?
- ✓ **Typos:** New spelling rules applied? Any common typos, extra spaces, double spaces?

Always run the spellchecker!

Checklist 2

DTP:

- ✓ **Formatting:** Has character formatting (bold, italic, underlined etc.) been checked?
- ✓ **Styles:** Have paragraph styles (justification, spacing, alignment, indent) been checked?
- ✓ **Fonts:** Have font styles, colors and sizes been checked?
- ✓ **Graphics:** Have images been translated? Are screen captures consistent with body text?
- ✓ **Captions:** Have captions been reviewed and are consistent?
- ✓ **Tables:** Are the tables formatted according to the source? Is there any bleeding text?
- ✓ **Pages:** If requested, has the page for page format been followed?
- ✓ **Added Info:** Have headers and footers been reviewed? Page numbers checked?
- ✓ **TOC:** Are tables of contents, figure/table links complete and consistent with section headings?
- ✓ **Index:** Is the index accurate, free of duplicate entries and alphabetized per localized language?
- ✓ **Cross References:** Are all variables (cross-references, index, TOC markers) consistent?
- ✓ **PPT:** Have PowerPoint notes been translated?
- ✓ **Hyperlinks:** Are all internal and external links fully functional?
- ✓ **Lists:** Have bullets and numbering been checked?
- ✓ **Publication:** Have part number and date of publication been reviewed?



Checklist 3

Multimedia:

- ✓ **Tone:** Has the translator listened to original sound files to understand characterization and tone?
- ✓ **Audience:** Is the age range and/or type of audience for Product known by translator?
- ✓ **Flow:** Have translations been spoken aloud to ensure they can be spoken easily?
- ✓ **Script:** Has the script been fully translated and imported to template?
- ✓ **Pronunciation:** Have guidelines been approved by the Client are entered in the script?
- ✓ **Brand:** Have brand names been identified and their pronunciation properly explained?
- ✓ **Acronyms:** Have proper instructions on how to deal with acronyms been provided?
- ✓ **Timing:** Have time restrictions, pauses and lip-synch been checked and fixed accordingly?
- ✓ **Post-Recording:** Have changes to the script been implemented in the translated files?