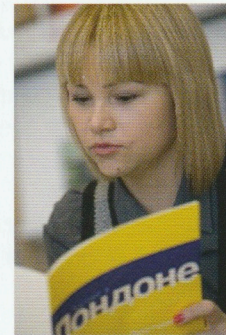
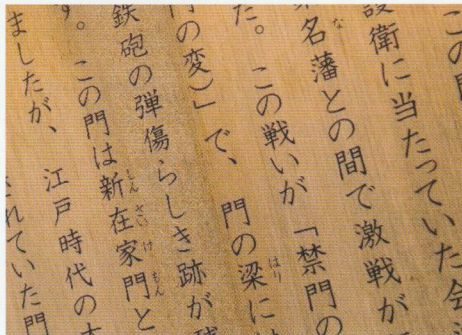


Multilingual translation projects



If you require translation into one language only, an experienced freelance translator may well be suitable and the cost is likely to be less than with an agency. However, if your documents need to be translated into a number of languages, it is likely to be easier for you to deal with a translation agency than with several individual translators. The main advantage of using a translation agency is that you should have to deal with just one person, the **Project Manager**, who is assigned to your job.

Briefing the Project Manager

You should provide the Project Manager with some **important information** at the outset, including:

- the **intended use of the translation** (is it for information purposes only or for publication, perhaps on your website? Is it for France or Canada, South America or Spain?),
- the source and target **software formats** (eg as a Word file or PDF and, if it's for your website, are the foreign texts required in HTML or a database format?) and any **layout instructions or in-house styles**,
- the required **output format** (on CD, via email, etc.),
- whether a **Translation Memory file, glossary or related documents** in the required foreign languages are available to pass on to the translators, to use with the job and help them prepare themselves, and
- your **expected deadlines**. You should allow sufficient time for the translators to produce quality work.

Project Managers can take into account any in-house styles and corporate guidelines your company has. Consider also letting them know the contact details for any in-country experts, distributors or agents, as these people can be approached to discuss specialist terminology and to review the final translations.