

## Localization of Documents about Waterslide from English to Simplified Chinese (Mandarin)

### About the project:

For this project, it is a series one. There are 3 orders in total issued to us from February to April, 2017. It came from one of our VIP clients named E from the Netherlands. We started cooperation with E from November 6, 2013. They issued projects to us weekly.

### Details of the project:

1. Service/Procedures: TEP (Translation by the first linguist, Reviewed by the second linguist and proofread by the third linguist);
2. Language pair: English to Simplified Chinese (Mandarin);
3. Words count: 16,000 English word;
4. Deadline: based on 2,000 words per business day;
5. CAT Tool: Trados Studio;
6. Delivery format: Glossary, Translation only xliiff, reviewed xliiff with tracking, Trados return Package, Bilingual Word and QA report;
7. Area/Industry: Entertainment (Recreational facilities);
8. Instructions: bilingual paragraph by paragraph (the text below the source paragraphs)

### Category of source files:

- Maintenance Manual
- Inspection Guide
- Operations Manual
- Service Bulletin
- Work Instruction

### Our solution:

Regarding the words count was about 13,000 for the first batch, we created a new glossary with 34 terms for our client with free of charge before translation started. Our Project Manager converted the format of glossary into TB and then imported into Trados studio for our translator's reference during his translation as well as to keep term consistency.

For the next two batches, our Project Manager sent glossary and TM to linguists before translation started. The second reviewer handled corrections with tracking in Trados studio on the basis of the first translation.

Project Manager kept a version of bilingual xliiff and then accepted all revisions. Then, run Verify in Trados and solved all reported items needing to be revised. After that, our Project Manager Run QA with X-bench and exported QA report. QA report was sent to reviewer to recheck and handle any updates if necessary. When updated Return package was received, Project Manager run QA with X-bench for the second time and confirm all problems were solved.

Project Manager went through the whole document to avoid any minor mistakes such as punctuation, context and space issues etc. When final check finished, our Project Manager cleaned file and made another format of bilingual Word with translation below source English paragraph by paragraph.

OK files were delivered to client.

Finally, Project Manager kept all documents such as updated glossary and TM into File of Water Slide series project under name of client E.

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