

GUIDELINES FOR POST-EDITOR & POST-EDITING TASK

1. File Format and Formatting:

- Identify the file format of the source file (e.g., Word, Excel, PowerPoint, Publisher, AI, ID, AP, XML, HTML).
- Determine if the file should be processed in bilingual format (source and target side by side) or manual format (extracting text for translation).
- Ensure that the file format is compatible with the post-editing tools and software used.

2. Source File Analysis:

- Determine if the source file is an original file or a converted version in different formats.
- Check for any encoding within the source file and ensure it is properly maintained during the post-editing process.

3. Fonts and Language:

- Verify that the fonts related to the source files are correctly displayed, maintaining the intended design and readability.
- Ensure that the language used in the translated content is appropriate and accurately represents the source language.

4. Target Audience, Domain, and MT Output:

- Consider the target audience and their specific requirements, such as domain expertise, dialect preferences, and the desired tone (colloquial, literal, contractual, etc.).
- Evaluate the quality of machine-translated output and make necessary improvements to align with the desired style and audience expectations.
- Consider the MT engine used, domain-specific challenges, and post-editing guidelines.

5. Review the translated content:

- Carefully read through the translated content to ensure accuracy, coherence, and adherence to the project requirements.
- Compare the translation with the source text to verify the fidelity of the translation.

6. Branding and Specific Instructions:

- Review the translated content for accuracy in handling brand names, product names, trademarks, numbers, names, addresses, abbreviations, taglines, headers/footers, disclaimers, and any other designated nouns.
- Ensure adherence to provided instructions or guidelines for handling specific terms or elements.

7. Linguistic Accuracy and Syntax:

- Check for grammatical errors, spelling errors, punctuation mistakes, incorrect syntax, quotation marks usage, number formats, decimal precision, date formats, time formats, weights and measures consistency.
- Verify the presence of brackets, ensuring correct usage and matching pairs.

- Review numerical values and their formatting for accuracy and consistency.

8. Translation Quality and Consistency:

- Identify and rectify any incomplete translations, missing translations, inconsistent translations, literal translations, and improper sentence constructions.
- Ensure that the translated content flows naturally and reads coherently in the target language.

9. Termbase and Glossary:

- Refer to the termbase and glossary provided for consistency in terminology usage.
- Respect any "Do Not Translate" (DNT) terms or words as instructed.

10. Evaluate style and register:

- Assess the style and register of the translation, ensuring it matches the intended audience and context.
- Consider factors such as formality, tone, and appropriate use of idiomatic expressions.

11. Check cultural and local nuances:

- Ensure that the translation is culturally appropriate and reflects the norms, customs, and sensitivities of the target audience.
- Pay attention to idiomatic expressions, humor, metaphors, and cultural references that may require adaptation.

12. Maintain consistency with previous translations:

- Refer to previously translated materials for consistency in style, terminology, and phrasing.
- Use translation memories and previously approved translations to ensure coherence across related content.

13. Conduct a final quality check:

- Review the entire translated document for any remaining errors or inconsistencies.
- Ensure that the post-edited content meets the project requirements and client specifications.

14. Clean Text and Formatting:

- Confirm that there are no junk characters present in the translated content.
- Verify that the prescribed font and size have been used consistently throughout the document.

15. Text and Paragraph Formatting:

- Review and adjust text and paragraph formatting, including normal text, bold, italic, underline, all caps, small caps, camel case, word spacing, and paragraph spacing.
- Ensure that formatting remains consistent and matches the style guidelines.