Translation
Management

reinisch

Kompetenz auf den Punkt.

The Bridge Between Languages and Cultures

Translation means far more than words and sentences – language is a piece of culture.

The increasing trend to individualise products for different target groups also increases the claim for variance in product communication. When creating foreign-language documents, the most important element is seamless coordination between the preparation of professional translation and localisation of the contents.

| Quality improvement | Cost reduction | timely provision of the translation |

Translation process
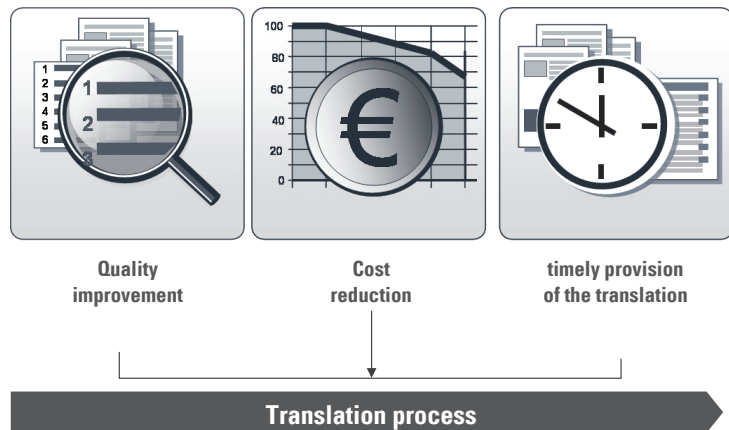
Quality Assurance Criteria

- ISO certification DIN 9001
- Meeting the quality standard DIN EN ISO 17100
- Translation quality assurance based on CAT tools
- Quality assurance of the DTP (dual control principle)

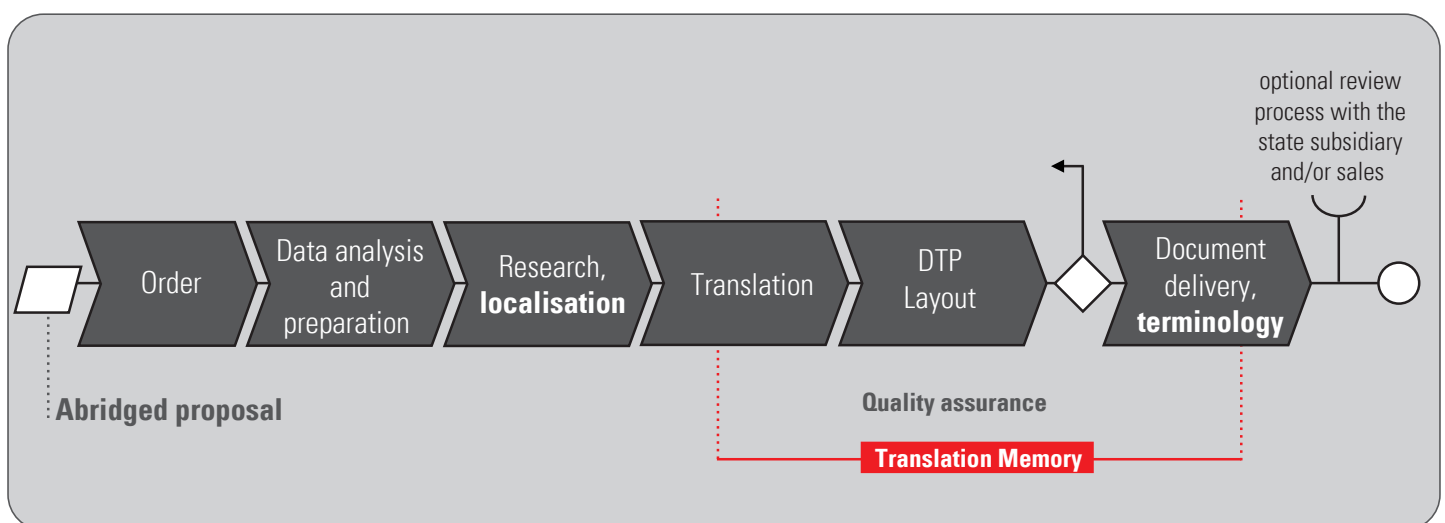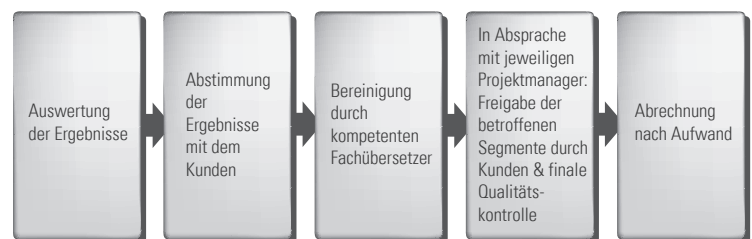## Translation Memorie – the "Savings Account" in the Background

Our translation memory systems (TMS) are built-up based on existing reference files and using current translation projects. The TMS accesses the existing reference material from translations already made for translation projects and secures the quality and consistency of translations combined with customer-specific and product-specific glossaries as well as terminology databases.

Advantages:

- Faster processing times due to the use of already existing contents
- Improved translation consistency
- Sustainable reduction of translation costs
- Centralised know-how
- Bilingual language pairs belong to the customers

Quality Assurance of Translation Memories:

reinisch has developed a quality assurance tool for sustainably guaranteeing the quality of TMs, tailored to the requirements. TM cleaning (e.g. inconsistencies, 1:n translations and similar) can take place during the course of current project processing.

Auswertung der Ergebnisse → Abstimmung der Ergebnisse mit dem Kunden → Bereinigung durch kompetenten Fachübersetzer → In Absprache mit jeweiligen Projektmanager: Freigabe der betroffenen Segmente durch Kunden & finale Qualitätskontrolle → Abrechnung nach Aufwand

optional review process with the state subsidiary and/or sales

Order → Data analysis and preparation → Research, **localisation** → Translation → DTP Layout → Document delivery, **terminology**

Abridged proposal

Quality assurance

Translation Memory

Format and System Quality

Foreign language layout: We take over foreign language layouts and conduct a plausibility check in the respective language. Based on our many years' professional competence with technical documentation, we are able to ensure quality when processing all common formats. This is valid for all current DTP formats and a large number of layout and authoring tools.
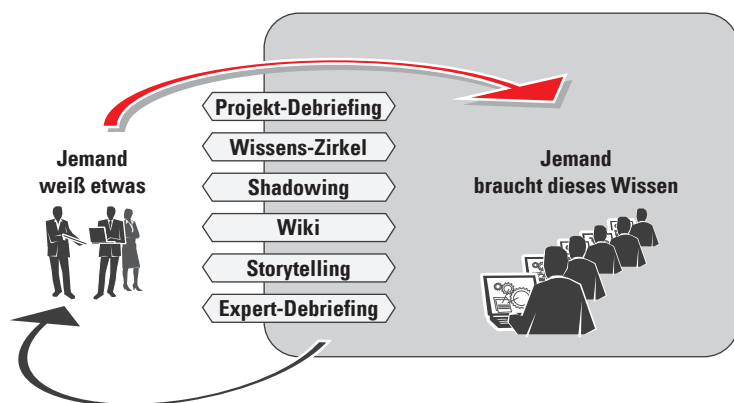
Processing all common file formats

- Microsoft Office/InDesign/FrameMaker as well as further formats and DTP tools/systems
- Comprehensive software and hardware equipment

Datenmanagement

Konvertierung

Migration

## How We Guarantee Our Quality and Your Success:

Quality: Our translations are made by qualified expert translators from the Engineering, Marketing, Legal, Financial and Economics areas in accordance with the DIN EN ISO 17100 criteria (expert specialised native speakers) and checked according to the dual or quadruple control principle. Clear allocation of competences and fixed contact persons ensure clear communication routes, methodical claims management secures the process.

Jemand weiß etwas

Projekt-Debriefing
Wissens-Zirkel
Shadowing
Wiki
Storytelling
Expert-Debriefing

Jemand braucht dieses Wissen

Translation portal and CAT tools: The use of a translation portal (Plunet) with standardised procedures enables faster project processing, also minimising error sources. The use of our project management portal for processing the translation orders creates transparency for both parties from the inquiry right up to the conclusion of the project. We offer our clients optional, free use of the portal.
The use of CAT tools guarantees consistent translation

Terminology management: We use modern tools to extract terminology from documentation and prepare glossaries or provide a customised online terminology management tool. Company-specific terminology is used software-supported for the translation.

Translation versus Localisation
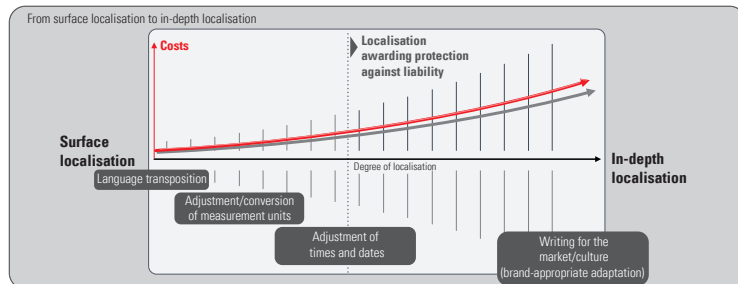
## Quality Assurance of the Translators We Work Togeher:

Continuous assessments made by customers and editors via our translation portal ensure constant quality for translation projects. New translation capacities are permanently validated within the market following trial translations and assessment by regular translators.

Our work tool:

Plunet

SDL*

TMQE

reinisch

Kompetenz auf den Punkt.
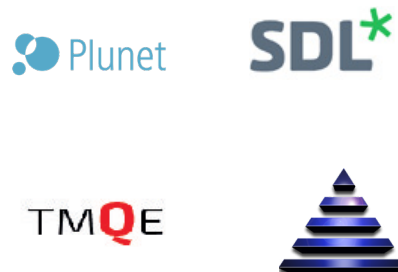
We offer you

- Translation management process consultancy
- Product selection
- Project management translation
- Build-up and maintenance of terminology and translation memory systems
- Preparation of ready-to-translate documentation
- A translators' pool

- Translation by native speakers
- Terminology and data management
- Localisation
- Editing and quality assurance
- Layout and finishing
- Publishing and print preparation
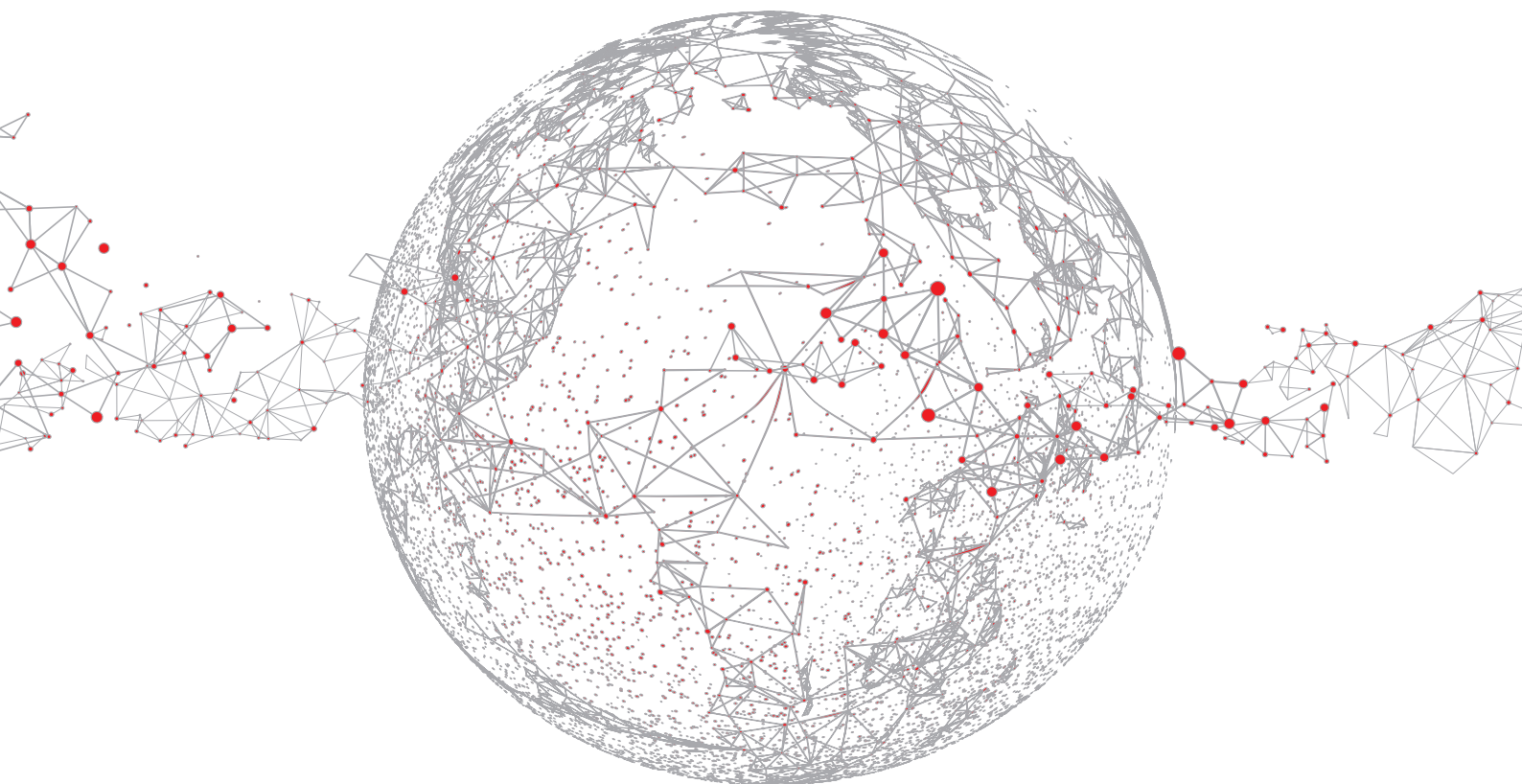
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