

Translations Made Simple

Overview

If your content requires language translations, InfoPros can manage that process for you. Translation services are available for all types of documentation, including manuals, online help, and eLearning. Supported by our certified translation partner, we work with our Clients to address their specific translation needs in regards to volume, turnaround time, template size, and authoring tools. We are able to provide cost-effective solutions through our competitive pricing, high quality production, and fast turnaround times.

Each quarter, InfoPros manages the translation of various types of content throughout hundreds of documents. Some Clients periodically submit one or two very large documents, while other Clients submit dozens of documents a month. Regardless of volume, InfoPros works with Clients to formulate a customized method for submitting, tracking, and delivering all translated documents, while improving process efficiencies and maintaining effective communication. InfoPros also performs its own final Quality Assurance (QA) process regarding the layout and formatting requirements of all translated documents to ensure the integrity of the final delivered product.

Support

Our translation partner has been providing language translation services for over 20 years, and has a track record of accurately meeting Client needs and exceeding expectations. We continue to build that record of success under complete confidentiality and with respect to information security.

Program Management

We begin each project with a proven process that builds quality and consistency into each step. Our Client Solutions team develops content specifically for translation, which often reduces translation costs and turnaround times.

Our dedicated translation project coordinator works directly with our translation partner and its team of translators, desktop publishers and proofreaders throughout the duration of the project.

When a Client's files are ready for translation, our translation project coordinator drives each step of the process:

1. The project coordinator prepares the information to be translated and sends all files to our translation partner.
2. The files are assigned to translators who only translate into their native languages.
3. The translation is reviewed and edited as needed.
4. The desktop publisher formats the files accordingly.
5. The files are proofread to ensure translations and formatting is correct.
6. A final quality assurance check is performed by InfoPros.
7. Final deliverables are sent to the Client.

Results

InfoPros supports and manages all aspects of your translation project. We make it simple for your business to manage technical content and its translation into the language necessary to meet your users' needs. Our skill set and level of professionalism ensures:

- Translation consistency within and across your content
- Reduced costs by leveraging translation memory tools
- Faster turnaround time - in some cases as little as two business days
- Final content storage to potentially reduce the cost of future translation project.

Working together, we strive to provide the results needed to strengthen your global presence.