

World-Ready Documentation



Text-related Issues

1. Develop a standard glossary and translate consistently across documentation sets
2. Take into consideration relevant industry-standard terminology
3. Target a specific reading level
4. Establish standard linguistic style guidelines
5. Maintain consistency between the documentation and the software's User Interface
6. Use clear, concrete language
7. Keep sentences short avoiding the excessive use of commas
8. Make sure that direct and indirect objects are unambiguous
9. Avoid slang and idioms
10. Define acronyms and abbreviations
11. Use the active voice
12. Put statements and questions in positive form
13. Avoid cultural references such as gender-specific roles, humor, ethnic or historical references
14. Avoid the ambiguous use of modal auxiliaries such as will, would, may, might, can, could, shall, should, have to, ought to and must
15. Customize formats to fit the target country (date and time formats, currency, etc.)
16. Confirm that your localization partner has a workflow process, a strategy to reuse translations and graphics that have already been localized. This strategy should accommodate both new product releases as well as updates during the localization process
17. Define an efficient process. Make the technology fit your process



8245 BOONE BLVD.
SUITE 402
VIENNA, VA. 22182
(P) 703-548-7570
(F) 703-548-8223
WWW.JTG-INC.COM



World-Ready Documentation



Layout-related issues

1. Create source files with translation in mind
2. Use standard, easily available applications to create your documentation in your target languages
3. Establish standard layout guidelines clearly defining the use of design styles
4. Consider the development of a universal template to reduce layout tasks and time during localization
5. Use standard fonts that are well supported by most output devices and are easily available. If you need to use a special, corporate font, it is critical that you communicate this to your localization partner up-front, prior to localization.
6. Save call-outs, as well as text within tables, as text rather than as graphical elements
7. Do not use tabs or spaces to create table entries
8. Use style formatting rather than hard formatting
9. Leave sufficient white space to accommodate text expansion during translation
10. DTP software should support a style-preserving plain-text file format such as .RTF
11. DTP software should automate styles via the use of style sheets, and should automate cross-reference linking and footers as well
12. When localizing into double-byte languages, anticipate font type and size modifications
13. When localizing into double-byte languages, anticipate vertical expansion of the text
14. Avoid formatting characters and paragraphs manually. Instead, define an appropriate style to automate the task and ensure consistency.
15. Automate header and footer text, such as chapter titles and page numbers, as such information can change during repagination of the localized documentation



8245 BOONE BLVD.
SUITE 402
VIENNA, VA. 22182
(P) 703-548-7570
(F) 703-548-8223
WWW.JTG-INC.COM



World-Ready Documentation



Graphic-related issues

1. Use standard easily available applications to create your graphics in your target languages
2. Avoid using text in icons and graphics, if possible
3. If you need to include text, try using callouts or captions with the text component in the DTP application rather than in the graphics file. Otherwise, if you need to include text within the graphic itself, save the text as editable text, not as pixels.
4. Assume that callouts and text within graphics will increase in length when translated. Leave sufficient white space to accommodate this text expansion.
5. Link graphics rather than embed them whenever possible
6. For screen captures, note the computer configuration and software settings, such as color depth and screen resolution, and provide such information to your localization partner
7. For screen captures requiring complex set-up and navigation, identify these and supply regeneration instructions to your localization partner
8. Avoid using culturally-specific icons and graphics
9. Avoid using representations of people and animals in icons and graphics

We hope that you find the above quick checklist to be informative and useful. Call us for additional information at 703-548-7570 or email us at Muriel@jtg-inc.com. For specific questions regarding your project, please contact your project manager at JTG inc.



8245 BOONE BLVD.
SUITE 402
VIENNA, VA. 22182
(P) 703-548-7570
(F) 703-548-8223
WWW.JTG-INC.COM

