TTS GmbH

How to maximise your cost savings and the speed with which your documents can be translated

Document format

Always use the same format template for the whole document. <u>Limit</u> the different formatting elements within a document to the absolute minimum and use a standard format for them.
(If they are based on different standards, their font size will constantly have to be changed)

Document structure

It is always advisable to develop a concept and structure for a document, from the headers right up to the legends and indexes, before creating the actual document. Clear document structures also make it easier to create, manage, reuse and publish a document's contents with a content management system.

Appearance and design

Keep decorative elements, such as shaded backgrounds for text and special formats in particular, to a minimum.

Text and paragraph formatting

Do not use double space characters, but indents, tabs and soft vertical spacing to format your text instead.
Do not break lines manually, but use automatic word wraparound.
Although it very much depends on the font whether or not a text is legible at a specific font size, all of the text should generally have the same font size and should be easy to read. Any font sizes lower than 8 pt are generally difficult and tiring to read and should therefore be avoided.

Text fields and boxes

Only use text fields and boxes when absolutely necessary. This is because they generally have to be opened individually to change their size or position in the target document, because text sizes no longer match.
<u>A more elegant</u> solution is to number items inside illustrations or diagrams and provide corresponding legends underneath or next to them.
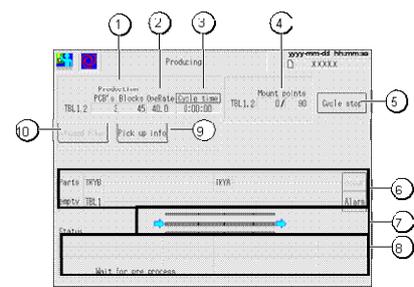
Header
Subheader
- BULLET POINTS
1. NUMBERED POINTS

For more information on document structures, please refer to the relevant standards, such as DIN 6789.

Strictly speaking, not essential

When using text fields, please allow for the fact that these may have to be considerably expanded for the relevant target language (e.g. for Bulgarian, they have to be roughly doubled in size). For this reason, always leave plenty of space around them.
In extreme cases, it may be necessary to allow for the fact that text fields may have to continue over several pages.

Der Regler zum Sperren der Bildschirmausrich Bedienelemente werden eingeblendet.

Amount of text per page

In order to be able to maintain a document's format after translation regardless of the target language, we recommend only filling 65 % of a page with text (based on an English text). When doing so, please use a font size greater than 8 to ensure that there is plenty of space to allow for increases in text.
(NB: some target languages require even more space than this)
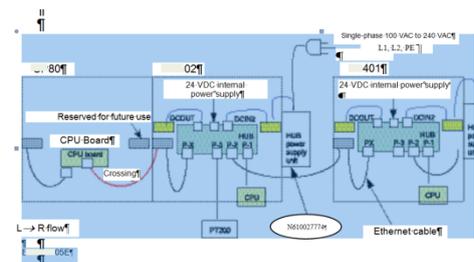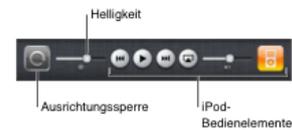
Graphical elements

Do not combine graphics and graphical elements such as markers that are spread over a page into a single group. This is because these elements generally have to added separately when the document's layout is finalised in order to individually adjust them. However, fiducial markers for graphics should always be <u>provided as part of the document</u> and not as part of the graphics. If they are not, the graphics have to be individually opened and adapted when adjusting the markers.

Objects and graphics

Graphics should be of an adequate size (i.e. both with regard to dimensions and resolution).

I.e. do not include a 300 dpi image for a PDF-based manual - 94 dpi will be perfectly sufficient. We only require high resolution images for printed material and extremely high ones, up to 1200 dpi, only for offset printing.

Please provide links to objects and graphics as opposed to embedding them. This is because embedding can rapidly increase a file's size to several 10th Mbytes, which will make it much harder to process. Professional documentation applications such as FrameMaker will always provide links of their own accord. However, applications such as MS Word will unfortunately allow you to embed graphics.

Embedded graphics often cause applications to freeze and significantly slow them down when opening, saving and printing documents. In the worst case scenario, they can also cause computers to crash and hence to the data being lost.

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Please always include symbols as character codes as opposed to graphics.
If they are included as graphics, they will not be shown in the text used for the translation (not visible to the translator), and all of the sections of text that contain these symbols will have to be changed later on and the graphics manually added.

References

Please create/update tables of contents, indexes and references automatically by formatting them accordingly as opposed to manually.

Layout

Please use a consistent and uniform layout. This could, for example, mean always having text in the right and images in the left column (just as in this document) (exceptions prove the rule), and continuing this rule throughout the whole document as opposed to changing the layout on each page.
It is also possible to use a vertical layout in which blocks of text are followed by blocks of images.
This not only makes the text easier to read, but also allows the text to be smoothly continued over several pages.

Tables can also be used to create elegant layouts, do away with the need for separate paragraphs and are very robust.

File sizes

To avoid creating documents or files with more than 100 pages, always create them in separate files as separate chapters or sections. The document or manual can then be created by combining these separate files or by combining them into a single PDF for printing with Distiller.

Translation

Files provided for translation should be easy to export/import into/from translation tools for all relevant languages. Ideally, the text provided for translation should always be suitable for processing / translating in a conventional text processing application (e.g. MS Word).

Standards

In Germany, standards and guidelines are issued by DIN, VDE, VDI and CEN. In English, the terms 'standard' and 'rule' are used interchangeably. International standards are created and issued by ISO, amongst others. Other standardisation bodies include IEC, IMO, IATA and ICAO, which organise and coordinate some of their work directly with ISO.

There are a number of standards and guidelines on designing technical documentation or user information, including EN 62079. EN 61355 governs the classification and designation of documents that are part of the technical documentation for plants, systems and equipment.

Please do not hesitate to contact us if you have any questions - we are always happy to help!

Your TTS team

+49 (0) 40 409409

www.ttsnet.de
pool@tts-europe.de