



MY TRANSLATION PROCESS

STEP ONE

We make contact to see if I'm the right fit for you. We discuss deadlines and rates.

STEP TWO

We sign the contract. I receive the files and the 1st half of the payment

STEP THREE

I create a translation project in TRADOS and translate a 1st draft. I use a translation memory to ensure consistency within a series. I can translate the blurb immediately.

STEP FOUR

I export my translated files to Word and start the rewriting / editing phase, proofreading with Antidote.
I may contact you to ask you some questions.

STEP FIVE

An external proofreader reads through the text twice, sending me track changes.

STEP SIX

I send you back the final translation and receive the 2nd half of the payment.

