Tips for managing your translation project

This document provides colleagues with lists of specific details and tips that the Language Access team would like for colleagues to take note of during the translation process.

Types of projects

Smaller scale projects (500 words or less)

-Flyers/handbills/posters
-Surveys
-Forms (registration, consent, media release)
-Letters to families
-Brochures
-Email communications

Large scale projects (greater than 500 words)

-Curricula
-Statewide communications
-Newsletters
-Website content
-PowerPoint presentations

Before you fill out an OAIC Service Request (OSR):

1. Allow yourself a flexible lead time (minimum 3 week turnaround)
   a. Small scale projects may take less time
   b. Larger projects may require a longer turnaround time based on content size
2. Designate a single point person who will request translation and work with the Language Access Team
   a. If the lead is unavailable or out of office, designate a back-up who can be available to answer questions.
3. Obtain permissions for content and material that is external to Extension
4. Document or content must be in its finalized version
5. Documents must be sent as an email attachment as a PDF and a tabled Word document (no links to access documents)
6. No screenshots or scanned copies (content must be provided in an editable version)
7. Check out 'Our Impact' page on the Language Access website for documents that may have already been

What you can expect from us

1. Answer any questions or consultations from colleagues before they submit an OSR
2. Respond to your submitted OSR within 2 business days
3. Advise you on next steps for your project, which can include:
    a. How to send documents
    b. Examples for structuring the text in a tabled format
    c. Instructions for titling and packaging
    d. Organizing the content in way that is easy to manage for requesters who are not bilingual
    e. Tips for designing your materials
4. Obtain a quote from our translation vendor (if needed for projects that already have funding)
5. Provide you with an estimated turnaround time
6. Oversee and Proof your project to verify completeness, accuracy, and consistency of the translated content

Common issues that can complicate and delay the turnaround time:

-Content that is not in a finalized version or incomplete
-Content is not provided in a tabled format
-Multiple point-persons for the project
-Content and projects that are outdated (this includes software packages used to create them)
-Formatting and layout needs of the project (e.g. text boxes, images graphs, margins, pagination, etc.)
-Content that is not in an editable format (i.e. screenshots, scanned text, etc.)
-Large-scale projects with multiple components (application + training materials + videos + participant handouts + activities)
-Requests are made at the end of a Friday or prior to a vacation period. Questions from the Language Access team may require prompt responses.