

# Best practices when consolidating your translation assets.

Once you've made the decision to consolidate your assets with us, it makes good sense to carefully plan the transition process. This is a great chance to avoid repeating any problems you faced in the past, and to enjoy many new benefits:

- Retain existing terminology across all languages
- Gain online access to your termbase so you can continually update and approve terms
- 24/7 client web portal to submit requests and check statuses in real time
- Ensure consistency of all communications
- Improve quality, reduce costs and shorten turn-around time

## THE GOLDEN RULE... GIVE THE TSP EVERYTHING YOU HAVE

Every Translation Service Provider (TSP) wants to set up their systems and assign the right linguists to produce the highest quality translations. To do this, a TSP requires assets and guidelines. Whether you have no existing previously translated content, or a large amount that includes a termbase and translation memory, give the TSP as much as you have, all at the same time. Here's what you should provide your TSP based on the amount and type of content you have available:

SCENARIO #1	SCENARIO #2	SCENARIO #3
<b>No Existing Translations are Available</b>	<b>Multilingual Content is Available</b>	<b>Termbase &amp; Translation Memory Available</b>
<p><i>Client should give the TSP:</i></p> <ul style="list-style-type: none"> <li>• <i>Extensive reference materials, such as product descriptions, brochures or marketing materials.</i></li> </ul>	<p><i>Client should give the TSP:</i></p> <ul style="list-style-type: none"> <li>• <i>Source text(s) and matching translation(s)</i></li> <li>• <i>A Glossary of terms (if available)</i></li> <li>• <i>Corporate Style Guide or Brand Identity Guidelines</i></li> </ul>	<p><i>Client and/or Vendor should give the TSP:</i></p> <ul style="list-style-type: none"> <li>• <i>Content in EXCEL, TMX/TBX or a Trados-compatible format</i></li> <li>• <i>Corporate Style Guide or Brand Identity Guide</i></li> <li>• <i>Translator Work Instructions (if available)</i></li> <li>• <i>Glossary (if available)</i></li> </ul>
<p><b>SET UP TASKS BY TSP</b></p> <ul style="list-style-type: none"> <li>• Storage of reference documents</li> <li>• Term extraction from the <i>source files</i></li> </ul>	<p><b>SET UP TASKS BY TSP</b></p> <ul style="list-style-type: none"> <li>• Storage of reference documents</li> <li>• Upload of Glossary and Guides (if supplied)</li> <li>• Term extraction from the <i>translated file pairs</i></li> <li>• Translation Memory alignment (if possible)</li> </ul>	<p><b>SET UP TASKS BY TSP</b></p> <ul style="list-style-type: none"> <li>• Upload of Guides, Work Instructions, Glossary and Translation Memory</li> <li>• Term extraction from the Translation Memory</li> </ul>

## HOW LONG SHOULD THE TSP TRANSITION PROCESS TAKE?

Relatively speaking, the fastest transition process out of the three scenarios shown in the previous table is #3, followed by #1, and, finally, #2. As a rule of thumb, the overall process should take no longer than a week or two.

In scenario #3, the assets are very portable and easily integrated by the TSP. Unless you would like the TSP to add to your multilingual glossary, the volume of reference material provided has virtually no impact on how fast your account can be set up. It demands the least amount of time and effort by you and the TSP, and can be set up in days.

In scenario #1, you will need a few days time to compile copies of reference materials. Ideally, this would include a copy, draft or sample of any content you believe will require translation over the next 12 months, regardless of whether or not it will actually be translated. The more the better since it is being used exclusively to lay a solid foundation for proper [Terminology Management](#).

Scenario #2 is the most time consuming for both you and the TSP. You will need a few days to a week to collect a mix of source and target texts, as well as other materials. The TSP may then require a week or more to compile translation resources based on the volume and types of materials supplied.

All scenarios have a terminology extraction and multilingual glossary creation step that needs to be added to the above guidelines as it relates to calculating timelines. The TSP can usually analyse about 7,000 words of reference material per hour to extract terms, which, in scenario #1, then need to be translated. TSP's consider transitions involving more than 1,000,000 words to be above average in volume.

## WHAT HAPPENS AFTER THE TSP IS SET UP AND READY TO GO?

- You can start producing new translation projects right away.
- You have 24/7 online access to both your multilingual Termbase and Customer Portal to place orders.
- For the best quality, engage a [Client-Side Reviewer](#) (CSR) in the process. Nobody knows your business better than a subject matter expert from your company.
- Any changes made during the CSR process result in updated databases to reduce review cycles.
- Your translations are consistent at both the term and sentence level
- Delivery timelines improve over time.

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