



Bridging the Language Barriers

Translate Masters is an Indian based translation agency with our Headquarter in Mumbai and branch offices in Delhi, Bangalore, Coimbatore and Australia.

We are JAZ-ANZ ISO 9001:2008 certified company. With Translate Masters as your partner, you can concentrate on your core competencies while our experts handle your non-core or specialist jobs. We provide business solutions and services required to maintain the competitive advantage, achieve results and goals.

We are a team of experienced professionals who have more than 8+ years of industry experience, in providing business services, industry specific knowledge and some of the best brains on our side, we can provide customized industry specific solutions tailored to achieve your strategic goals.

Our portfolio of solutions will help you maximize operational and organizational efficiency, drive revenue growth, integrate your business processes and applications and are also cost-effective. This is because our services and solutions are driven by:

Process excellence	Domain expertise	Expert Cost Management
Diligent Quality Control	Highly skilled and trained manpower	Best-of-breed alliances

Our Service:-

Translation:

We only incorporate native professional linguists with domain expertise in healthcare, medical, finance, marketing educational, legal, government sectors, technical sectors etc. so that the final translated document truly reflects the intended message to the target audience

We at Translate Masters believe that language should not be a barrier when you are trying to communicate with someone who do not understand your language or who would prefer to have their documents in a language not understood by you, that is why we are there to assist you translate documents to any target language you prefer. We help you translate your documents from English to any other language across the globe and vice versa. We are specialized in all European, Asian, Middle Eastern & all Indian languages. We also can cater to the rarest languages like Santhali, Bodo, Sindhi, Swahili, etc.

Our translation department consists of a network of native professionals specializing in translation and localization for organizations seeking to become a part of the global economy. Our team at Translate Masters will not only translate any and all kinds of material, but also make sure that source documents are totally adapted to the target audience/markets by paying special attention to local cultures and traditions.

Some of the materials that we can help you translate:



Bridging the Language Barriers

- Advertising Material
- Business Logistics, Presentations & Reports
- Company Profiles, Annual Reports, Corporate Brochures, Marketing Brochures.
- Computer Hardware and Peripherals Manuals
- Contracts and Agreements
- Inter-Company Correspondence, Publicity Materials, Questionnaires.
- Medical Documents
- Operation Manuals
- Patents
- Pharmaceutical Guides
- Software and E-Learning Guides
- Training Manuals for Military / Government agencies
- Technical Manuals for Machinery
- Technical Manuals for Hardware, Software and Peripherals
- Training Material
- User Guides for Mobile Phones, Cameras and Appliances

LOCALIZATION

We specialize in software and website localization services that help our esteemed customers to easily reach the prospective and wide non-English speaking market. We localize the entire website, while taking care of the HTML code and page layout. Language website will dominate the Internet Usage over the years.

VOICE-OVER

When you want to promote your product which is accepted internationally, whether it be an e-learning module, interactive presentation, advertisements, corporate presentations, computer-based-training modules, online training, documentaries, movies, etc. we would be your partner in providing voice over services.

We have a professional talent pool of voice-over experts, producers and editing specialists to ensure the best work within time parameters.

Our specialties are commercial spots, films, training videos and other customized projects. The given script is translated into the target language and then an audio file is created. We ensure that only native speakers are used for the voice-over to ensure originality and quality in terms of pronunciation, intonation and voice characteristics.

Related services:

- Script/subtitle translation
- Multi-lingual Voice-over talent
- Multi-lingual Voice-over Supervisor



Bridging the Language Barriers

- Multi-lingual post editor
- Recording Studio

TRANSCRIPTION & SUBTITLING

We offer transcription services mostly in English and also all Indian language to English. Transcription services are required when you want to convert your video or voice file to a text format so that you can easily store it for future references. Our experienced team is well equipped with state of the art equipment and software to carry out transcription projects.

We are capable to handle huge volumes.

Translate Masters Offers a host of transcription services for all kinds of industries and businesses. Not just this, we also extend flexible and customized solutions to meet the varying and scalable needs of our clients. Some of the main transcription services provided by Translate Masters are:

Legal Transcription: *Transcription of courtroom and other law office procedures including testimonies, pleadings, interrogatories, and administrative hearings. With specially trained staff transcribing these documents and highly qualified lawyers proofreading our transcripts, we can guarantee error free, professional manuscripts each and every time.*

Business Transcription: *Transcription of all kinds of business related recordings such as meetings, interviews, teleconferences, seminars, talks and lectures.*

Audio And Media Transcription: *Transcription of all kinds of audio files and recordings ranging from cassette tapes to MP3 or WAP and radio programs to television talk shows. Whether you require transcription for archiving, record keeping or research, we can offer you accurate transcripts within a single day.*

DESKTOP PUBLISHING

We are a well-equipped desktop publishing company with the capacity to handle a whole lot of DTP services. We ensure your documents, marketing material, manuals, etc. are well formatted and the original layout is kept intact.

We have a strong network of highly skilled offshore resources along with seasoned in-house project/quality managers in a solution that is rapidly becoming very popular.

Whatever the source format of your files and even if you only have PDF files or Word files available – we'll produce a target document that will meet all of your specifications. We can deliver your files in most of the software and we can deliver ready to publish files to you in return.



Bridging the Language Barriers

Translate Masters Handles DTP for a large number of languages (left to right and right to left), including all Indian, Middle-Eastern and European Languages.

The tools we are capable of handling are mentioned below.

- *Adobe Dreamweaver CS4*
- *Adobe Dreamweaver CS5*
- *Adobe Dreamweaver CS6*
- *Adobe FrameMaker 7*
- *Adobe FrameMaker 8*
- *Adobe FrameMaker 9*
- *Adobe FrameMaker 10*
- *Adobe FrameMaker 11*
- *Adobe FrameMaker 12*
- *Adobe Illustrator CS2 or CS3*
- *Adobe Illustrator CS4*
- *Adobe Illustrator CS5*
- *Adobe Illustrator CS6*
- *Adobe Illustrator CC*
- *Adobe Photoshop CS2 or CS3*
- *Adobe Photoshop CS4*
- *Adobe Photoshop CS5*
- *Adobe Photoshop CS6*
- *Adobe Photoshop CC*
- *Adobe InDesign CS2 or CS3*
- *Adobe InDesign CS4*
- *Adobe InDesign CS5*
- *Adobe InDesign CS 5.5*
- *Adobe InDesign CS6*
- *Adobe InDesign CC*
- *Adobe PageMaker 6.5*
- *Adobe PageMaker 7*
- *Adobe RoboHelp 9 or older*
- *Adobe RoboHelp 10-11*
- *AutoCad 2010 or older*
- *AutoCad 2011-2015*
- *Corel Draw*
- *Corel Ventura*
- *Microsoft Access*
- *Microsoft Excel*
- *Microsoft PowerPoint 2007*
- *Microsoft PowerPoint 2010*
- *Microsoft PowerPoint 2013*
- *Microsoft Publisher*
- *Microsoft Visio 2007*



Bridging the Language Barriers

- *Microsoft Visio 2010*
- *Microsoft Visio 2013*
- *Microsoft Visual Studio 2005 or older*
- *Microsoft Visual Studio*
- *2008-2015*
- *Microsoft Word 2003*
- *Microsoft Word 2007*
- *Microsoft Word 2010*
- *Microsoft Word 2011*
- *Microsoft Word 2013*
- *OmniPage*
- *Quark XPress 6*
- *Quark XPress 6.5*
- *Quark XPress 7*
- *Quark XPress 8*
- *Quark XPress 9*
- *Quark XPress 10*
- *Web (HTML)*
- *XML (database)*
- *XML (other)*

PROOF READING & EDITING

Proofreading is the task of comparing a translation with the original text, and ensuring that there are no spelling mistakes, grammatical errors, misunderstandings, omissions or ambiguities. A proofreader will also consider the style and vocabulary of the translation and may make constructive suggestions to improve the syntax and clarity of the text.

Linguistic QA & Quality Process

Enquiry: *Sales head reviews client enquiry in consultation with Project Manager.*

Quote: *Estimation is done based on scope of work and quotation is sent after analysing the source document using latest CAT tools. Project plan and timelines is agreed with client.*

File Prep: *Source file Preparation is done by Project coordinator who is assigned the task. This is done by involving localization engineer who applies the relevant CAT tools for extracting only those portions of text that requires translation.*

Translation: *Native translator who is assigned the task does the translation and linguistic check is done.*



Bridging the Language Barriers

Quality Check: *The project coordinator checks the comments made by the Editor and then discusses with client for terminology and style guide to be followed. These are then sent to native translator who has originally sent the translated file for review and reformatting.*

Target File Reformatting: *The native translator goes through the comments made by the Editor and either accepts or denies the comments with remark and revisions. The conflicts in suggestions are discussed by Shakti team, translator and Editor and resolved. Client clarification is sought in technical areas and additional inputs on context and target audience.*

DTP: *DTP takes over for doing layout as per source PDF in the language required.*

Proofreading: *Proofreading is done with reference to translated file and source document for correctness.*

DTP QA: *DTP QA to check if Mechanical errors are removed and technical specs are followed.*

Target File: *Final file is checked for design, style and format. Suggestions are made to improve the layout*

Final QA: *The translation is reviewed by a proof reader and errors if any are resolved. If change is required to add value keeping in mind the context, these are communicated to client and resolved.*