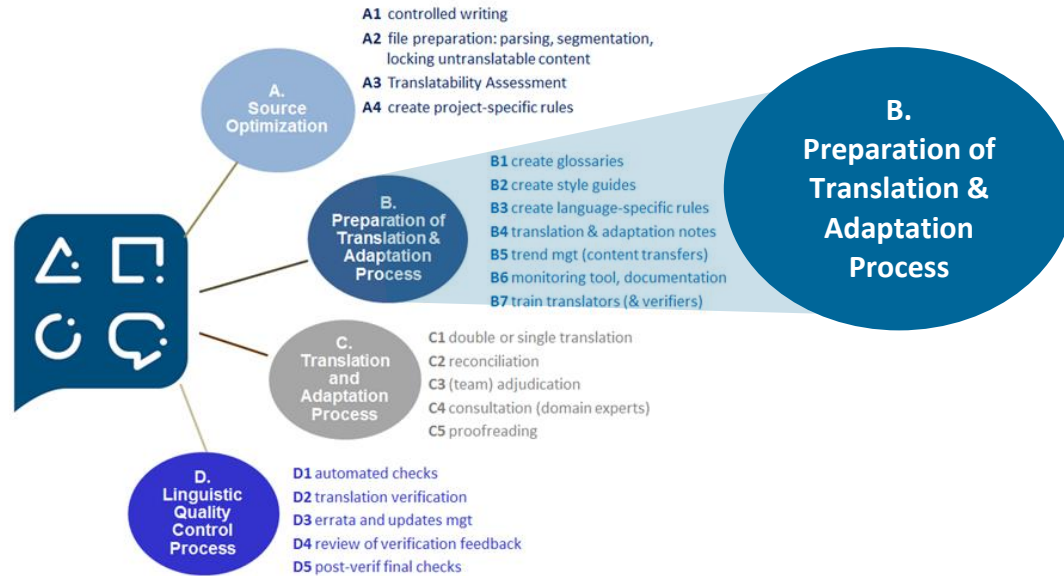


## cApStAn's Modular Approach



## LEVERAGING LANGUAGE ASSETS

### The 7 Translation Preparation Modules

**B1** – Create **bilingual glossaries** with technical terms and recurring expressions (and place them in the tool)

**B2** – Agree on **style conventions** before you begin (and place the style guide in the tool, too!)

**B3** – We program **language-specific rules** as needed

**B4** – Key to success: clear and concise item-by-item, question-by-question **translation & adaptation notes**, validated by the item writers/questionnaire authors

**B5** – We help you manage **consistency** between new and existing materials with **translation memory management**

**B6** – A **repository for complete documentation** of the translation history of each item in each language

**B7** –project-specific **training workshops** with hands-on exercises for all our linguists. Face to face or virtual

cApStAn organises its language services into **22 modules**, or building blocks.

Depending on the client's requirements, on time and resources available, and on the purpose and life cycle of the document, cApStAn will combine different modules to assemble a coherent project with the most suitable workflow. You will ultimately decide on which modules to keep.

The **11 modules in key moments A and B** are all implemented **before the actual translation process** begins.

The **5 modules in key moment C** relate to **the actual translation process**; and

The **6 modules in key moment D** take place **after the translation/adaptation process**.