



INDUSTRY

Information technology

CHALLENGES

- ✓ Compliance with the Microsoft Language Excellence service standards.
- ✓ Strict adherence to established terminology.
- ✓ High-quality work, 15 language versions (translations in all Caucasus, Baltic languages and a number of Central Asian languages).

JANUS SOLUTIONS

- ✓ Recruitment of highly qualified and knowledgeable IT experts.
- ✓ Training on Microsoft software products.
- ✓ Formation of a special department for Microsoft projects.
- ✓ A special check for correspondence with the terms approved in the Microsoft Terminology Research Engine System.
- ✓ Translation management system (TMS).

BENEFITS

- ✓ High-quality translation, guaranteed by our quality assurance system.
- ✓ Vast experience of translation in the IT sector; mastery of Microsoft terminology.
- ✓ A reduction in client translation costs, achieved by means of our Translation Management System (TMS).

SYNOPSIS

For more than 8 years now, our specialists have been successfully dealing with Microsoft projects, which are extremely challenging, but at the same time immensely rewarding.

We have been gradually accumulating experience in this field, going about our work thoroughly and with an understanding of the task at hand, and ensuring the valuable knowledge we have picked up is passed on to our talented new recruits.

In 2006, a special department for Microsoft projects was established within the company. By 2012, it numbered 20 people, based in the company's central office and three of its regional offices. Colleagues from the regional offices provide invaluable assistance to us.



CHALLENGE

The main task that Janus staff deals with is software localization for products made by Microsoft, ensuring the results are of excellent quality and completed within the deadlines set by the client.

The results of the work completed by our translators and editors must fully comply with the Microsoft Language Excellence standards, whilst all terminology used in our projects must undergo an obligatory check to ensure it corresponds with the terms approved by the Microsoft Terminology Research Engine System.

The key feature of our work on Microsoft projects is that we localize software products and all their accompanying documentation into 15 different languages simultaneously.

SOLUTION

There are various languages specializations within the Microsoft projects department.

The fact that Janus has large regional production offices is not only convenient for our clients, but also saves a great deal of time for all concerned, ensuring we can deliver reliable and high-quality translations in 15 different languages.

The projects we do for Microsoft go through three stages: Translation, Editing and Proofreading (TEP).

The translator's task is to provide a complete translation of the material, adhering at all times to the style guide (which may be standard or specialized) and the glossary. Upon completion of the translation, the translator carries out a spell-check and ensures there are no gaps or technical errors in the translation, before completing a check-list and returning this along with the completed task.

The translation is then sent to the editor, who checks that the translation conveys the same sense as the original and that the correct terminology has been used.

Finally, the translation is sent to the proofreader, who checks the work and, if necessary, makes sure the translation reads well and that it corresponds to the norms of the target language and the Microsoft style guide.

Moreover, the project manager carries out additional, formal checks, on both technical and linguistic aspects, and undertakes a selective inspection of the translated material, so as to guarantee that the work has been completed in a high-quality manner in every regard.

For example, for one of the Microsoft projects we provide complete software localization as well as relevant background and translation of marketing materials from English into all languages of the following languages: Ukrainian, Russian, Kazakh, Armenian, Azerbaijani, Georgian, Turkmen,



Tatar, Kyrgyz, Belarusian, Uzbek, Mongolian, Uighur and Tajik. Also, Janus creates stylistic guidelines reflecting a new approach to the translation software offered by Microsoft, continues terminological work both for new and existing terms, performs linguistic support for the translation team, internal translations assessment and linguistic testing of the final product. To do this, we select a moderator for each language, who always is a native-speaker and who has linguistic education and localization and MS Office experience.