## **Translation flowchart**

## Te ara reremahi whakamāori korero

Before you send your document for translation, make sure you have a good understanding of each step below. Following them will make the translation process a lot smoother and faster, and ensure you are getting the most out of your information.

- Determine why you are translating and who your target audience is
  - 2 Confirm the languages you need your information translated into
    - Determine the channels and formats that are needed to reach your audience
  - Determine what information you need to translate and figure out if any new content needs to be created specifically for translation

- Request information from the translation provider about cost and realistic turnaround time frames
  - Ensure the budget has been approved
- Think about the extra information the translation provider will need (file types, how the translations will be used, glossary of key terms, etc.)
  - Finalise the text for translation and avoid making any changes from this point
    - Plan how you will measure the success of your translations
  - Send the text to the translation provider

