TYPESETTING – CHECKLIST

Typesetting is the skill of setting text on a page and is done to give readers the best reading experience. It is the process of arranging typefaces and spacing them on a page to make the written text more attractive. This service involves blending language skill with precise text formation and layout vision.

Our design and typesetting service blends language skills with precise text formation and layout vision. Atlas Translations offers a full typesetting and Desktop Publishing (DTP)/layout service.

Our Typesetting service covers books, brochures, leaflets, company reports, business cards, as well as printing. We can do left to right, right to left and double-byte languages (Chinese, Japanese and Korean).

We work with almost all software types, from Acrobat to Illustrator, QuarkXPress and InDesign. Whatever the language or complexity of layout, you'll find us more than a match for any challenge. So from Greek to Japanese or Hindi to Hebrew, we'll make sure that your document is a perfect fit every time.

We refer you to our terms and conditions of business; ask us if you need a copy.

We advise that you include the following information when communicating with us about your requirements:

o   Which language(s) do you require?

o   What type of document is it? *(Please provide sample pages by e-mail/fax.)*

o   How many pages/words are there? *(Please indicate page size – A4, A5 etc.)*

o   Does the document contain tables, pictures, graphics, charts, logos etc?

o   How will you supply the text and accompanying artwork? *(Please advise on platform, software, version number etc.)*

o   In what format do you require the final version? *(Please let us know software name and version number.)*

o   Who will be responsible for checking the PDF or laser proofs? *(Please indicate if you would like us to provide a quotation for this stage.)*

o   Do you have any special instructions for the typesetter?