ATLAS translations

Typesetting Checklist

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Typesetting is the skill of setting text out on a page to give readers the best reading experience. This is done through the process of arranging typefaces and spacing them out on a page to make the written text more attractive. Contrary to popular belief, *typeface* and *font* are not the same thing. While typeface describes a particular style of lettering (e.g. Arial), the font refers to variations of a typeface such as weight and size (e.g. bold, 9).

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 also work with most software types, including Illustrator, QuarkXPress and InDesign. Whatever the language or complexity of layout, you'll find us more than a match for any challenge.

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

Here are some questions to ask and things to remember when contacting us about your translation project:

- Which language(s) do you require?
- What type of document is it?
- Are you able to provide a sample of the document?
- How many pages/words are there?
- Please indicate the page size involved (UK, US, A4, A5, Legal etc.)
- Does the document contain tables, pictures, graphics, charts, logos etc?
    - If so, how will you supply the text and accompanying artwork? (Platform, software, etc.)
- In what format do you require the final version? (Software and version)
- Who will be responsible for checking the PDF or proofs? If nobody, would you like us to provide a quotation for this service?
- Do you have any additional special instructions for the typesetter?