

How to send corrections

Clear corrections are applied once, correctly, in every language. Here is what a correction round needs, and what counts as a new change.



What to send

Text changes

As tracked changes in the Word, bilingual or CAT file, not as PDF comments.

Layout issues

A bad line break or a misplaced image, as comments on the draft PDF.

One batch per language

All corrections for a language in one round, from one reviewer. A second batch is a new round.

Exact location

Page number and element for every correction, so nothing lands in the wrong place.

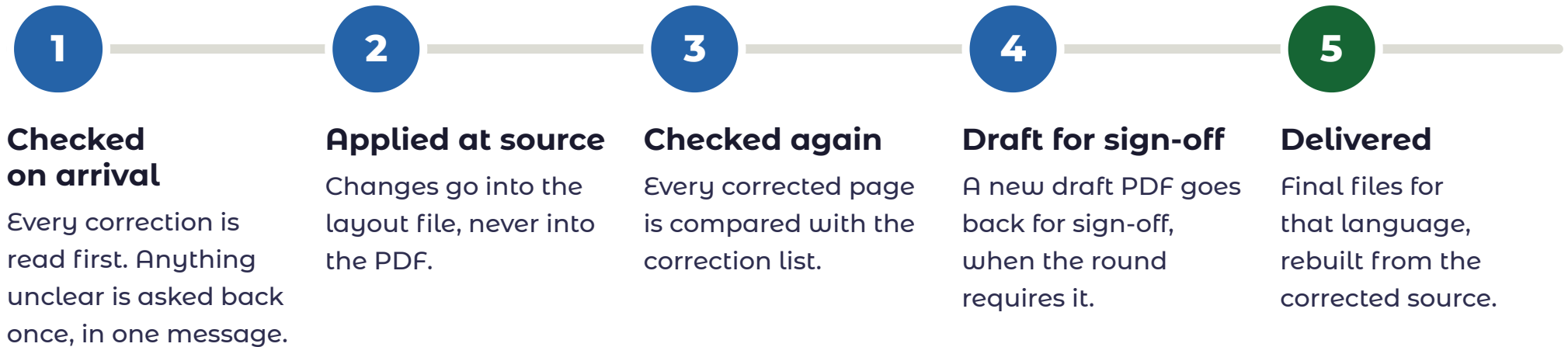
Correction or new change?

Correction

- An error made in production: missing text, a typo introduced in layout, a broken style.
- Text that differs from the approved translation.

New change, quoted separately

- New or reworded text after the wording was signed off.
- An updated source file, added pages or a new layout request.



Accessible PDF?

Each correction round also repeats remediation and the accessibility check for that language. Sending one complete batch keeps this to a single round.

Timing

The turnaround for each round is confirmed when it starts. It begins once the complete batch for a language, and the order for that round if one is needed, have arrived.

Unsure whether it is a correction?

Ask before sending. A quick check saves a round.

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